

IT SUPPORT SPECIALIST (STUDENT)

STUDENT POSITION – AS EARLY AS JUNE 2025
UNTIL END OF SEPTEMBER 2025



Regina Airport Authority requires a student, for the position of IT Support Specialist. The IT Support Specialist (Student) learns new skills and aids and performs a variety of tasks within the Technology department of the organization.

RESPONSIBILITIES

- Learn and abide by Corporate Policy relevant to student program and position.
- Assist with answering basic technology support questions, logging tickets and escalating issues.
- Assist with the configuration of new computers, phones, printers, or tablets.
- Assist with installing and updating approved applications.
- Assist with user support such as login issues, email setup, or software use.
- Assist with identifying and resolving simple hardware issues such as replacing a mouse, fixing loose cables, etc.
- Assist with inventory management such as tracking equipment like laptops, monitors, and accessories.
- Understand and comply with relevant Corporate Policies and Procedures.
- Other duties as assigned.

EDUCATION AND PROFESSIONAL EXPERIENCE

- Completion of high school (or equivalent) and enrolled full-time in an accredited post-secondary institution for the upcoming summer/fall semester in a related field such as Computer Systems Technology, Technology Management, or Computer Engineering Technology; proof of attendance may be required.

REQUIREMENTS

All requirements are considered at a learning level appropriate to a student.

- Familiarity with common tools and equipment such as keyboards, mouse, printers, etc.
- Ability to follow structured troubleshooting steps.
- Awareness and commitment to a healthy and safe working environment.
- Good working knowledge of Microsoft based applications.

RATE OF PAY

- Rate of Pay: \$17.00 - \$23.00 per hour.

CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted. A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.

OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

OUR VISION

To be Saskatchewan's best airport experience.

WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

HOW TO APPLY

Submit your resume and cover letter in confidence on or before May 28, 2025, by emailing hr@yqr.ca and quoting the position you are applying for in the subject line.

We thank all applicants for their interest however, only shortlisted candidates will be contacted.