



**PLEASE POST**

**SS-2026-05-04-02**

## **Technology Services Summer Student Position**

### **Located in Bracebridge, Ontario**

The Trillium Lakelands District School Board is hiring a Summer Student for the Technology Services Department. This role is for a full-time Secondary student with an interest in STEM, providing practical, career-related experience in technology support. The position is based out of the Muskoka Education Centre and reports to the Service Desk Manager. The ideal candidate is technically inclined, precise, and able to take direction and work independently. This is a new temporary position.

#### **Key Responsibilities:**

The student will assist the Service Desk Technicians with:

- Maintaining, setting up and repairing student Chromebooks in preparation for the new school year.
- Packing, sorting and staging equipment for delivery to various board locations.
- School site visits supporting hardware troubleshooting, equipment diagnostic checks and technical maintenance.
- Helping with installation equipment, such as interactive displays, docking stations and peripherals within classroom and offices.
- Organizing IT storage spaces, moving furniture to facilitate tech installs and recovery of decommissioned assets.
- Re-provisioning of Grade 8 and 9 Chromebooks, including performing factory "power washes" and physical cleaning of hardware.
- Managing device aesthetics and identification by removing outdated stickers and applying new accurate labels to equipment.
- Updating digital inventory records to ensure accuracy as school models transition from 1:1 student device ratio to shared device environment.

#### **Qualifications Required for Summer Student Applicants:**

- Must be currently enrolled as a student with the intention of continuing their education in the fall of 2026 at a Secondary School.
- Applicants must be 16 years of age and over, with their own reliable transportation. Mileage reimbursement is applicable to approved work-related travel.
- The ability to meet deadlines, a high degree of self-motivation and the ability to work with minimum supervision.
- Demonstrated ability to communicate and work effectively as a member of a team.
- Have demonstrated a keen interest in a career in Technology.
- Must be able to lift computer equipment up to twenty-five pounds in weight.

The term of employment for the position is Monday July 6, 2026 to Friday August 28, 2026. The following Fridays are not scheduled work days and are unpaid (July 17, 24, 31, Aug 7, 14, 21)

**HOURS OF WORK:** 7 hours per day as per specified schedule (28 hours per week)  
**HOURLY WAGE:** \$20.00 an hour

Interested persons should forward a resume outlining their qualifications and experience by **Friday May 15, 2026 @ 4:00 p.m.** to the **Lisa Dow, Executive Assistant** by email at [lisa.dow@tldsbo.on.ca](mailto:lisa.dow@tldsbo.on.ca)



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Your application package must be submitted in either .pdf or .docx format. We would like to thank all respondents, however only those selected for an interview will be contacted.

Trillium Lakelands District School Board is committed to equitable hiring practices and upholding the values of equity, diversity and inclusion. To assist the Board in reflecting the communities we serve, we encourage and welcome applications from candidates with diverse backgrounds, and/or lived experiences who may be a member of a marginalized group.

Trillium Lakelands District School Board complies with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for a disability during any stage of the recruitment/hiring process, please contact the Human Resources Services Staffing Officer for the applicable employee group.

If you require this information in an accessible format, please contact Communications Services at [info@tldsb.on.ca](mailto:info@tldsb.on.ca).