

Employment Opportunity



Position: JR IT Support Technician
Service Area: Chief Financial Officer
Location: Information Technology
Salary: Based on Education and Experience
Date Posted: May 13, 2026
Closing Date: May 27, 2026
Competition Number: SIT 01-05-13-26

POSITION SUMMARY:

The Information Technology (IT) Support Technician performs various functions to keep computer systems in top working conditions within Siksika Nation Tribal Administration.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Talk to clients over the phone or via email to provide solutions to technical problems;
- Perform diagnostic tests and troubleshooting to identify clients' issues;
- Develop and implement technical procedures effective in quickly addressing clients' problems to minimize downtime;
- Carry out assessments to determine the need for changes in hardware/software configurations;
- Educate clients on procedures for resolving or preventing recurrence of a technical problem;
- Act as liaison between the IT unit of an organization and its clients;

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities:

- Communication Skill: IT Support Technicians can use clear language and expression to provide technical support to clients.
- Problem Solving Skill: They are well versed in providing IT solutions to address the needs of clients.
- Interpersonal Skill: They work with various technical professionals to develop and implement IT support strategies.
- Excellent knowledge of commonly used computer programs including, AI, Microsoft Office 365, Adobe, etc.

Education and Experience:

- Post-Secondary Diploma in Computer Science related field preferred.
- Certificate in Computer Technology related field preferred.
- One year computer technician experience or in related field required.
- One year office related experience required.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

Other:

Must have own reliable transportation.

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on