

MI'KMAQ NATION
Job Announcement

JOB TITLE: Information Technology (IT) Intern (2 Positions)

CLASSIFICATION: Hourly/Non-Exempt/Part-Time/20 Hours

IMMEDIATE SUPERVISOR: IT Manager

SALARY RANGE: \$17.00-\$25.00

SUMMARY OF POSITION: Support the IT Manager with daily network, hardware, and software operations, including user assistance and troubleshooting, while helping maintain, upgrade, and secure the Nation's technology systems. Learn the whole IT process—from help desk support and server administration to security practices and technology planning—and assist with the rollout, testing, and training of new systems. Document work, track equipment, support backups and disaster recovery, engage in project-based learning to research and implement technology solutions, collaborate with department directors, and follow all data security and confidentiality policies.

EDUCATION & EXPERIENCE: High School Diploma or GED required; enrollment in an IT program is acceptable. Candidates should be willing to pursue IT certifications with Mi'kmaq Nation training support. Relevant experience or a clear interest in IT is preferred.

LICENSES & CERTIFICATIONS: Valid driver's license or ability to obtain within 6 months of employment. Willingness to pursue industry-recognized IT certifications (e.g., CompTIA A+, Network+, etc.) within a reasonable time frame, with support provided.

SKILLS / KNOWLEDGE / ABILITIES: Basic understanding of computers, networks, and software; willingness to learn and adapt; strong problem-solving, communication, and organizational skills; ability to work well with others and follow instructions; dependable, confidential, and committed to serving the Mi'kmaq Nation; able to perform hands-on and administrative tasks.

WORKING CONDITIONS: Primarily office-based work with some lifting (up to 25 lbs.), movement between buildings, occasional fieldwork, and exposure to urgent IT requests.

FUNCTIONS / TASKS: Provide first-line tech support, perform routine network checks, and manage IT asset inventory. Participate in IT planning and training, and assist with the implementation of new hardware, software, and cloud technologies. Support computer maintenance, user account management, network monitoring, and security checks. Maintain asset audits and documentation; create training materials; assist with onboarding; track help desk tickets for improvement; handle basic printer issues; and participate in project-based learning, including testing upgrades, researching best practices, and presenting recommendations to the IT Manager.

APPLICATION REQUIREMENTS: Submit a completed Mi'kmaq Nation job application with a cover letter, resume, copies of certificates/licenses/degrees, and three (3) professional references from the past three years. Applications and the full Job Description are available at www.micmac-nsn.gov under "Job Opportunities" or by request. All employment offers are contingent upon successful State of Maine DHHS and/or FBI fingerprint background checks.

Closing Date: UNTIL SUITABLE CANDIDATE IS FOUND

Please send the completed Job Application to the following address or email:

Attn: Human Resources

Mi'kmaq Nation

7 Northern Road, Presque Isle, ME. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference under Public Law 93-638 and is an Equal Opportunity Employer and Service Provider.