

# Clarington

## We're looking for a Co-op Student, Information Technology (up to 8 months) to join Clarington's Finance & Technology team!

### Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### About the Role

**Vacancy Status:** This posting is for a newly created position.

Reporting to the Client & Application Services Supervisor, the successful candidate will be responsible for assisting with day-to-day IT Service Desk operations, including troubleshooting hardware and software issues, assisting with endpoint deployment and cybersecurity activities, documenting procedures, contributing to enterprise system initiatives, and participating in testing, device preparation, and technology deployments across Municipal worksites from **May 4, 2026 to December 18, 2026**.

### Key Responsibilities

- Assisting in resolving hardware or software issues across all Municipal departments and facilities.
- Supporting endpoint deployment, configuration and lifecycle activities, including Microsoft Intune enrolment and device refresh initiatives.
- Supporting cybersecurity initiatives, including awareness activities, access validation and remediation tracking.
- Assisting with documentation of standard operating procedures and knowledge base articles.
- Supporting IT service management activities within the Municipality's ticketing system.
- Assisting with implementation activities related to enterprise systems (e.g., CRM readiness, collaboration tools, telephony modernization).
- Participating in testing activities, device preparation and technology deployments.
- Attending other Municipal work sites as required.

- Perform other duties as assigned, including those specific to the department.

## What you bring

- Candidates must currently be enrolled in a four-year post-secondary program or master's level program in Information Technology, Computer Science, Cybersecurity or a related discipline on a full-time basis.
  - Documentation that provides proof of current enrolment as well as identifying your status in the program must be submitted with your application.
  - Failure to provide documentation will disqualify you from consideration.
- Demonstrated proficiency in Microsoft Windows and Microsoft 365 applications (Outlook, Word, Excel, PowerPoint, Teams, SharePoint).
- Basic understanding of networking and cybersecurity fundamentals.
- Strong customer service skills with the ability to communicate technical information clearly to non-technical users.
- Excellent interpersonal skills and the ability to work collaboratively within a team environment.
- Familiarity with Microsoft 365 administration concepts is considered an asset.
- Experience with Microsoft Intune or endpoint management tools is considered an asset.
- Exposure to cloud platforms such as Microsoft Azure, Amazon AWS, or Google Cloud is considered an asset.
- Familiarity with ITIL or IT service management concepts is considered an asset.
- Experience with Power Platform or basic scripting is considered an asset.
- Must be legally entitled to work in Canada.

## What we offer

- Wage: \$20.00 per hour.
- This is an in-office position.
- Hours of work: 35 hours per week.

## Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

## How to Apply

Applications will be accepted until **March 22, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: [www.clarington.net/careers](http://www.clarington.net/careers).

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## **Our Commitment to Equity**

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## **Privacy**

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at [careers@clarington.net](mailto:careers@clarington.net).