



JOB POSTING: Information System Analyst

The College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) is the regulator for medical radiation and imaging technologists in Ontario. We are an effective and collaborative regulator that values integrity, respect, and trustworthiness and is committed to ensuring transparency, professionalism, and equity, diversity, and inclusion. These values shape our organizational culture and are the basis of our decision-making and actions. To learn more about our mandate, see our [website](#).

CMRITO is looking for an energetic, conscientious, and detail-oriented individual who enjoys making a difference, being part of a team and taking pride in their work to join our team in a temporary full-time position for one year. The CMRITO is a virtual organization.

JOB DESCRIPTION/RESPONSIBILITIES:

We are seeking an Information System Analyst to provide technical expertise in support of CMRITO operations. The successful candidate will work under the direction of the Corporate Services Director and be responsible for providing hands-on technical support for the college's information systems, including its primary CRM solution and document management system.

Responsibilities:

- Respond to helpdesk requests submitted by CMRITO staff and troubleshoot software issues
- Provide technical support by phone and/or email for CMRITO members and applicants to ensure access to their Member & Applicant Portal (MAP) account
- Respond to and troubleshoot problems related to the College's CRM solution, and assist CMRITO staff members with any routine or new processes/workflow issues they might face on CRM
- Provide SharePoint support to the Records & information Manager regarding configuration, management, and document controls
- Provide technical support to Council and committee members prior to and throughout meetings for Microsoft Teams and agenda solutions
- Apply technical expertise to the implementation, monitoring, or maintenance of IT systems such as: phone system, agenda solutions, Azure, teleconferencing, device management, computer configurations and related matters

- Assist in the oversight and management of CMRITO's IT hardware (i.e., laptops, tablets, mobile devices, printers, peripheral devices, etc.)

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in computer science or information technology, or equivalent experience
- Excellent communication, analytical and technical skills and a demonstrated commitment to service excellence and continuous quality improvement
- Experience in Microsoft 365, Microsoft Dynamics CRM, and SharePoint
- Demonstrated technical ability to configure, operate, troubleshoot, and maintain computer hardware and software
- Familiarity with a variety of hardware, including mobile devices, personal computers, tablets, and peripherals such as network printers, standalone printers, and scanners
- Ability to communicate effectively at various levels within organizations, including oral/written and presentation skills

Click [here](#) to view the detailed Position Description.

Positions at the College (which may or may not require a background in the profession) typically span the areas of administration, practice advice, communications, policy analysis, records management, finance, human resources, investigations, prosecutions and computer systems development and maintenance.

CMRITO offers a competitive compensation and benefits plan that includes optional participation in a defined benefit pension plan with HOOPP and excellent policies regarding vacation, personal, and sick days.

Salary range: \$66,130 - \$81,291

CMRITO is an equal opportunity employer and encourages all interested and qualified candidates to apply. We are committed to reviewing our programs and practices to ensure that they support equity, diversity, and inclusion. To support this work, we are an Employer Partner with the Canadian Centre for Diversity and Inclusion (CCDI), www.ccdi.ca. CMRITO recognizes the importance of diversity, equity and inclusion and welcomes applicants from visible minorities, indigenous people, persons of any sexual orientation, gender or identity and persons with disabilities. Should you require any type of accommodation during the selection process, please advise us. Information received relating to accommodations will be addressed confidentially.

We thank all applicants for their interest, however, only those candidates who most closely match our requirements will be contacted for an interview. Candidates must be currently authorized to work in Canada and must reside in the province of Ontario.

If this opportunity is of interest to you, please send your resume to: Khalifa Shettima, Altis Recruitment at Khalifa@altisitr.com.