



Role: IT Coop (Intern), Hawesville Mill

Your Role:

Domtar Corporation (NYSE/TSX: UFS) is the largest integrated producer of uncoated freesheet paper in North America and the second largest in the world based on production capacity, and is also a manufacturer of papergrade pulp. The Company employs nearly 13,000 people.

Working safely at the direction of the Local Site Coordinator (LSC), you will be responsible for network and systems operations and maintenance at the Hawesville Mill manufacturing facility and will be working with IT software/business analysts (i.e., LSC's), Field Service Technicians (FST's), central IT applications support teams, IT Help Desk analysts and business customers/end-users.

More specifically, you will:

Understand the Hawesville commitment to safety; "Safety is a core value" and will be a critical element in all activities, something for which you plan. Safety policies, procedures and personal attitudes contribute to facility's safety culture; All employees, contractors and visitors must know, participate and conform to Hawesville's safety expectations.

Perform build, deployment and administration for Intel-based workstations, wireless handheld and email devices, on office and plant networks. Maintain Active Directory records, asset data and configurations utilizing EasyVista Help Desk Software and Microsoft SCCM Configuration Management Software.

At the direction of the LSC or FST you will install and configure systems and software. Evaluate end user needs, develop solutions, document and train user community in deployed solutions.

Assist the FST in maintaining network, delivering peak systems performance, uptime and availability by monitoring and collecting metrics on network and systems capability and performance; performing systems monitoring; troubleshooting network and systems hardware; maintaining documentation of network topology, hardware and software.

Ensure network and systems security by maintaining and updating user access rights and permissions as directed; assisting corporate IT Security with monitoring and controls; completing backups and testing disaster recovery procedures.

Your profile:

- You are working on an Associate's or Bachelor's degree in a computer science related field and have completed at least your first year of college and have maintained at least a 2.5 GPA.
- You have a passion about Information Technology, hardware and software systems. Your knowledge and expertise goes beyond the classroom. You stay current with technology trends and developments.
- You demonstrate the ability to perform typical advanced network and systems administration including maintenance and upgrades of Intel hardware, Microsoft operating, server and office software.
- You have knowledge and experience working with IP network connectivity and communications protocols and the hardware that comprises a telecommunications network – including switches, hubs, firewalls and routers.
- You demonstrate excellent analytical and problem-solving skills with a high degree of attention to detail and accuracy.
- You demonstrate excellent organization and project management skills including ability to work independently or with a team; self motivated and can work on multiple tasks with follow through to complete projects on time and within budget.
- You have excellent English language speaking and writing skills; ability to create and write clear, complete documentation of networks, systems and procedures.
- You have the ability to work in a manufacturing environment; lift 25 pound equipment, climb stairs, crawl and run cabling.

The Program:

- Co-op opportunities (study and school together) are offered on the semester by semester basis. We are currently looking for students who are able to work and school (online) for three or five consecutive semesters. Internships are offered to recently graduated students and run 15 to 18 months.
- Co-op's and interns will earn \$19.00 per hour to start.
- Candidates who have (and maintain) a permanent residence outside of a 40 mile radius from the mill will receive a \$350 housing allowance per month.
- Work schedule is typically 7:30 AM through 4:00 PM, 40 hours per week. Schedules are available for as few as 30 hours per week should school demands require such.

Contact:

- Brad Moore, IT Manager – Hawesville Domtar Paper
(270) 927-7230
brad.moore@domtar.com
- Kevin Lucas, Engineering Department Manager – Hawesville Domtar Paper
(270) 927-7476
kevin.lucas@domtar.com