EAST DONCASTER SECONDARY COLLEGE
20 George Street Doncaster East Vic 3109 Australia
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Web: www.eastdonsc.vic.edu.au
DET CRICOS Provider Code: 00861K

IT Assistant Technician Role and Responsibilities

The position consists of providing technical support for all facets of the College ICT requirements.

This role provides support to the students and staff of the College including:

- Support for all hardware, software, network infrastructure and communication services of the College.
- Working alongside the IT Team in an effective, professional manner.
- Professional support for the students of the College is a most important aspect of this role.
- Technical support includes working with the library, faculties, student management teams and specialist student groups.
- Identifying changes necessary to enhance, modify or maintain a computer system.
- Operational efficiency of computer systems; making recommendations for improvement where appropriate.
- Assisting with training programs for computer systems users.
- Assisting with technical support across the College including the Performing Arts Centre and Sports Stadium.

Job Responsibilities:

- Assist with IT support, communication and operations across the College.
- Work collaboratively with Principal Leader, Leadership Team, external partners.
- Demonstrate an understanding and ability to support our 1 to 1 Digital Learning Program.
- Work with teachers to support ICT learning opportunities for students.
- Assist with maintaining the College IT systems.
- Assist with the management of the DET Notebook allocations, internal devices allocation and monitoring to staff and students, which may include laptops or iPads.
- Regular checking and maintenance on all desktop computers for student use.
- Assist administration team with general IT support and advice.
- Assist with the training and set up of new student devices – log in set up for Year 7 students and the rollout of Year 7 devices and new students who enrol throughout the year.
- Assist with the job log for all ICT enquiries.
- Assist with Compass system enquiries.
- Assist with the operation of the internal communication system, including the internal phone network, PA and digital screens and displays.
- Provide and oversee ICT support for major events such as information/open nights etc. This may include both audio and video.
- Actively seek professional development opportunities to strengthen capacity.
- Perform other duties as directed by the Principal Team

The IT Assistant Technician will be expected to know, understand and implement Department of Education guidelines, including having a current Working With Children Check Employee and Child Safety Standards.

This position is an ES 1-2 Fixed Term part time position EFT 0.40.

Start Date: Monday 10 July 2023 to Wednesday 20 December 2023

Application and Response to the Selection Criteria to be submitted via email to Lisa Bull at east.doncaster.sc@education.vic.gov.au by Monday 26 June 2023 4pm.