POSITION DESCRIPTION

Title:	**Casual Administrative Assistant – IT Department**
Reports to:	**Director – Innovative Learning Technologies**

POSITION SUMMARY

The position reports to the Director – Innovative Learning Technologies through the IT Projects Coordinator. It is an administrative role responsible for providing support to the IT Projects Coordinator and the IT department. The IT Projects Coordinator will allocate tasks and functions appropriate to the daily and ongoing support to the services provided by the IT department.

Core Job Role Accountabilities

1.   Provide administrative and functional support to the IT Department

1.1.   Facilitate and contribute to the efficient operation of the College IT department by providing administrative support to the IT Projects Coordinator and the IT department.

1.2.   Assist with the purchasing requirements of the department including but not limited to obtaining quotes and making purchases on behalf of the College, raising purchase orders and the receipt of deliveries and the coordination of returns if necessary.

1.3.   Managing Invoices and Credit Card including the collation, approval, submission and filing of weekly invoices and monthly Credit Card statements in cooperation with the Director of IT and the Finance Department.

1.4.   Support College staff in the development of quality resources to enhance effective administration; communication and information; data processing and systems.

1.5.   At the direction of IT Projects Coordinator, assist other staff in administrative tasks.

1.6.   Provide exceptional customer service to all who access the IT department.

1.7.   Accept responsibility for the application of quality control processes to ensure the production of high-quality outcomes.

2.   Communication

2.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

3. Risk and Compliance

3.1 Report directly to the Principal on any matters relating to child protection.

3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

4. Professional Learning

4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

5. Other duties may be required from time to time

Core skills, knowledge and experience

- Willingness to support the ethos and values of the College

- A minimum of 40 WPM with at least 95% accuracy word processing

- Possession of an intermediate to Advanced knowledge in Microsoft applications with an emphasis on Outlook, Word, PowerPoint and Teams.

- Ability to demonstrate accuracy and attention to detail in the preparation of materials`

- Willingness and ability to adopt a flexible approach to work tasks and to manage changing priorities

- Efficient time management with the ability to multi-task

- Willingness and ability to work productively and effectively in a team to achieve shared goals

- Well-developed communication skills, including written and interpersonal skills that enable the development of positive relationships based on respect and trust

- Demonstrated commitment to continuous improvement

- Ability to demonstrate professional conduct and discretion at all times.