Mildura Senior College
School Council Employee
ICT Trainee

Job Details

Occupant: Vacant
Location: ICT Office (MSC Library)
Classification: Trainee
ROL Reference: Employment Type: Fixed Term
Begin Date: 20/01/2017 End Date: 20/01/2019
Time Fraction: Full Time

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<th>Hours of Work</th>
<th>Monday</th>
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Responsibilities and Dimensions of Work

This position is subject to the conditions as listed in the Victorian Government Schools Award 2016.

Roles

- Support staff with ICT delivery within classrooms and across the college.
- Assist students with ICT issues as they arise.
- Monitor student use of ICT resources
- Assist in the maintenance of hardware and software resources related to the college network.
- Assist in the development of intranet resources including printers / network connections and media.
- Assist in maintenance and development of audio visual resources.
- Assist in completion of records / audits in relation to ICT and audio visual resources.
- General duties as directed by the Principal within the requirements of dimensions of work as listed in the Victorian Government Schools Award 2016.

Selection Criteria

SC1 Capacity to provide basic first level IT support in a school environment.

SC2 Capacity to undertake routine IT maintenance tasks on a daily basis.

SC3 Demonstrated proficiency in the use of Microsoft Office Suite (Word, Excel, Outlook and Publisher).
SC4  Capacity to work cooperatively with a range of people including teachers, education support, students and parents.

SC5  A commitment to professional learning and growth.

**Mildura Senior College Values**

Respect, resilience, responsibility, independence and success

**EEO & OHS Commitment**

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.