

Position Vacant: ICT Support Officer



POSITION STATUS	Full-time (Mon-Fri) Permanent
REQUIREMENTS	Verified Working with Children Check (WWCC) for paid work
APPLY	<p>Email: careers@stmarys.nsw.edu.au</p> <p>Applications must include:</p> <ol style="list-style-type: none"> 1. Completed application form (Admin/Non-Teaching) 2. Current CV 3. Cover letter addressing the <i>Essential Requirements</i>
ENQUIRIES	<p>People and Culture Team, St Mary Star of the Sea College (02) 4228 6011 careers@stmarys.nsw.edu.au</p>
APPLICATIONS CLOSE	Sunday 29 May, 11pm

The Opportunity

The ICT Support Officer works within a small team to provide ICT support services to staff, students and their parents. This includes providing a range of level 1 and Level 2 ICT technical support across the College, promoting the College's commitment to providing an innovative and contemporary education for young women.

- Full-time, permanent
- 38 hours p/week (Mon-Fri)
- 4 weeks annual leave
- Salary and conditions in accordance with the NSW Catholic Independent Schools (Support Staff - Model B) Multi-Enterprise Agreement 2020

About You

- Strong work ethic with excellent attention to detail
- Can-do attitude with a genuine interest in ICT and a desire to advance knowledge and keep up to date with new technologies and trends
- Able to maintain a high standard of professionalism and customer service while working efficiently in a busy environment
- Excellent team player with the ability to be flexible and responsive to changing priorities

Essential Requirements

- Demonstrated experience providing level 2 ICT support services
- Relevant tertiary qualifications in ICT or similar qualification
- Strong communication and interpersonal skills with a focus on exceptional customer service
- Ability to work as a positive and collaborative team member
- Ability to work proactively to identify and solve problems, research and apply knowledge and transferable skillsets to enhance systems and practices.
- Professionalism and discretion at all times with the ability to exercise sound judgment and maintain confidentiality
- Flexibility and commitment to the provision of a high standard of customer service, with the ability to contribute to critical tasks or projects outside of normal hours when required.