



**ST. FRANCIS XAVIER COLLEGE
BERWICK & BEACONSFIELD**

Information Technology/Audio Visual Traineeship

The Information Technology/Audio Visual Traineeship position will involve a commitment to the successful completion of a Certificate III in Information Technology (ICA30105) through the development of theoretical knowledge and the practical skills required to assume responsibility for assigned duties.

Duties & Responsibilities:

The Trainee is responsible to the Principal through the Information Communication Technology Manager. This position is part of a team and the work of the Information Technology/Audio Visual Trainee will be supported by qualified technicians and other members of College Staff.

General Work Description:

- General Information Technology Help Desk Duties as directed.
- Support network maintenance as directed.
- Assist with regular maintenance and installation of computer hardware.
- Computer hardware problem solving and repairs.
- Audio Visual problem solving and, where applicable, repairs.
- Install/assist with AV equipment.
- Assist in maintaining Phone Voice Mail and associated equipment.
- Assist in maintaining documentation and records (Asset Register).
- Support Printer usage via Papercut.
- Install/maintain/oversee external staff access to network.
- Specific classroom assistance as directed.
- Specific teacher assistance/software training as directed.
- Assist with Internal and External St. Francis Xavier College websites.
- Support College email
- Assist with Macintosh network and equipment.
- Other duties as directed by the Principal and Information Communication Technology Manager.

Traineeship Wages will apply as per the National Training Wage Award (NTW)

Upon completion of the Traineeship the Trainee will have gained a Nationally Recognised Qualification and twelve months of valuable work experience.

