



Established 1892

ST EDMUND'S COLLEGE

IPSWICH

www.sec.qld.edu.au

St Edmund's College is a Catholic boys day college in the Edmund Rice Tradition. Current enrolment is approximately 1050 students in Years 7 to 12. The College is a member of the Associated Independent Colleges (AIC) and is administered by Edmund Rice Education Australia (EREA).

Applications are invited for the following School Officer position:

IT SUPPORT OFFICER

38 hours per week, full-time, 12-month contract position
immediate commencement

The College computer network currently supports almost 1100 users and approximately 1200 machines. The successful applicant will assist the Director Information & Technology Services in the operation of the IT Helpdesk and the deployment, maintenance and support of College technology including the College 1:1 Laptop Program.

Characteristics of the successful applicant:

- Certificate IV, Diploma or higher in a relevant field
- Experience in a similar ICT or helpdesk role is desirable
- Excellent customer-service and communication skills
- Sound technical skills and knowledge of ICT hardware & software
- The ability and self- motivation to learn and apply new knowledge, skills and practices

Remuneration: School Officer's Award: Level, 3 Step 1, \$29.7789 per hour
Probationary period applies.

A current Positive Notice Blue Card is essential for this position.

A role description, Application for Employment form and mandatory application requirements are available on the College website: www.sec.qld.edu.au

Applications addressing the key accountabilities of the role should be addressed to **The Principal, St Edmund's College, PO Box 2343, North Ipswich QLD 4305** and forwarded electronically to: secmail@sec.qld.edu.au by **3.00pm, Monday 11 October 2021.**
