

## Position Vacant - IT Officer

Wycliffe is seeking to appoint the position of an IT Officer to work in a growing and well-resourced IT team called *Greater Blue*, servicing four independent Christian schools in the greater Blue Mountains area. The position will commence in January, 2023.

### About the role

The role of the IT Officer is to provide level 1 and 2 technical support and maintain day to day operation of IT systems and services. The IT officer will serve as the first point of contact for staff, students, and parents seeking technical support, and will report to the IT manager. The IT officer may also support the IT Manager in larger projects such as computer deployment, and network and systems administration.

This is a permanent part-time role, working 1-2 days a week during school term time, with the opportunity for casual work over school holidays.

### Essential Criteria

- Strong customer service orientation and commitment to problem solving.
- Good technical problem solving skills.
- High level of integrity and sensitivity when dealing with confidential information and matters.
- Self-motivated and able to work independently.
- Able to intuitively learn new systems, software, and technological concepts.
- Excellent communication and empathy skills.

### Desirable Criteria

- Previous experience working in a school environment.
- Experience with both Windows and Mac operating systems.
- Previous experience with management platforms including Google Workplace, Microsoft 365, and Mobile Device Management such as JAMF.
- Specialist technical skills that might benefit the schools (such as web/app development, server management, security, advanced networking) is considered a bonus.

Applications and enquiries should be addressed to the IT Manager, Mr Rhys Andrews, and sent by email to [hello@greaterblue.nsw.edu.au](mailto:hello@greaterblue.nsw.edu.au). To download an application form, visit <http://www.wycliffe.nsw.edu.au/employment>.