



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

The College is seeking people who wish to contribute to the ongoing development of Catholic education in the Benedictine tradition, through the full time position of:

## **ICT Administration Assistant**

**Commencing: Monday, 12 November 2018**

Key responsibilities include:

- Answering, elevating and prioritising incoming telephone, email and in-person technical support requests using an internal Helpdesk ticketing system
- Working with students and staff to solve technology related problems
- Being process driven; managing the workflow for the College's Surface Pro device program (warranty and damage tracking, including working with vendors)
- Responding to complex and high priority problems as required
- Managing user data in Active Directory and the school Administration system, Edumate
- Utilising excellent communication and interpersonal skills while working effectively within a team environment to support the Catholic ethos and learning culture of the College

Required experience and qualifications:

- Experience in a similar role
- Experience within a school environment (preferred)
- Tertiary IT qualification (preferred)

**Closing date for applications: Wednesday, 31 October 2018 (9am)**

Applications must include a Cover Letter and at least 3 contactable references posted or emailed to:

The Principal, Rosebank College  
1a Harris Rd, Five Dock NSW 2046  
[principal@rosebank.nsw.edu.au](mailto:principal@rosebank.nsw.edu.au)

For further information and a full role description  
visit our website: [www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)

The successful applicants will be subject to Employment Screening under the Child Protection Legislation.