

VCE Summer School 2022 Position Description

Operations Team: IT Representative

The Operations Team are responsible for assisting with the logistics and administration of Summer School. Duties will include ensuring that spaces are maintained, equipment for activities and workshops is secured, and that classes are running according to the timetable. The IT Representative will assist with IT-related logistics affecting tutors and students. This role requires highly developed organisational and problem-solving skills, a high level of dedication, and the ability to work under pressure in a team environment.

Title	IT Operations Representative
Number of positions	1-2
Main duties and responsibilities	<ul style="list-style-type: none">• Be the first point of contact for IT enquiries.• Problem-solve or refer IT and AV issues as required• Implement if necessary, oversee and maintain the Tutor Portal system for tutors, including the management of student absences.• Implement if necessary, oversee and maintain a system that manages nominated student workshop preferences.• Assist the Directors in overseeing and maintaining data management systems.• Act as a member of the Operations Team as outlined in the Operations Team position description.• Liaise with the Directors on IT matters throughout the VCE Summer School program.• Consistently refine and optimise systems and processes for data and IT management• Advise the Directors on optimal approaches to tutor management, student management, class management and data management
Reporting	Operations Coordinator Directors

Responsibilities Common to all Roles

- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Follow sign-in procedure each day.
- Follow Program rules and procedures, including the UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Expectations, Social Media, Tutor Absence and Appropriate Conduct and Relations Policies.
- Hold a current and valid Working With Children Check, sign the relevant indemnity form and agree with all terms and conditions stated therein by the commencement of the 2022 program.

Time Commitment

Training and planning sessions for this role will be provided in October and December, subject to team availability, and the team will meet with the Directors before the commencement of the program. In addition, tutors with special roles are expected to attend Tutor Training Camp in late November from 26/11-28/11.

The Operations Team is required to attend every day of the two week program from 8:30am-4.00pm and the Student Enrolment Day in early January from 9:30am-5.00pm. Team members will also be required to attend a debrief at the end of each day, as required by the Operations Coordinator.