Summer School Position Description

**IT Operations**

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>IT Operations</th>
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<tbody>
<tr>
<td><strong>Number of positions</strong></td>
<td>3-4</td>
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**Main duties and responsibilities**

- Oversee and maintain the Tutor Portal system for tutors, including the management of student absences.
- Oversee and maintain the workshop preferences system.
- Assist the Directors in executing changes to student timetables as deemed necessary.
- Assist with the smooth running of all aspects of the Operations of the VCE Summer School program.
- Attend meetings with Directors throughout the VCE Summer School program.
- Be first point of contact for students regarding information technology matters.
- To have applied for and received a Working With Children Check by Summer School 2015, and signed the indemnity form indicating agreement with all terms and conditions stated.

**Reporting**

Directors, Head of IT ops

**Responsibilities Common to all Roles**

- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to the group of students assigned to you.
- Ensure that students follow the rules of the program.
- Help out in the event of an unforeseen emergency.
- Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.
- To have applied for and received the Working With Children Check by Summer School 2016, and signed the indemnity form indicating agreement with all terms and conditions stated.

**Time Commitment**

You will be required to be on campus throughout the course of the Program, generally from 8:30am to 5pm. You will also be required to attend tutor camp from 2nd-4th of December.