

VCE Summer School 2021 Position Description

Operations Team: IT Representative

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 2021 program.

Time Commitment

You will be required to be on campus throughout the course of the Program, generally from 8:30am to 4pm.

The Ops team will be required to attend training sessions as follows, in addition to meeting with the Directors before the commencement of the program

- week of 19th of October
- week of 14th of December