Helpdesk / Customer Service Officer

Helpdesk / Customer Service Officer (fixed term leave replacement position for Term 2

11 April to 15 July)

Are you experienced, motivated and capable to contributing to the St Francis Xavier College mission?

Do you have a purpose to inspire staff, students and the community?

St Francis Xavier College are inviting applications to fill the below position to ensure the College maintains the reputation as a leading Catholic Secondary Education College delivering enhanced learning outcomes to College students. The role will involve general interaction with students to support teaching staff on a daily basis and it is expected that candidates hold a current working with children check (WWCC) prior to commencement. These rare opportunities to join a dynamic and diverse community where staff and students are encouraged to achieve their full potential.

The role will involve the support of staff and students in a timely and professional manner.

You MUST have prior industry experience and 1st Level IT Knowledge or Helpdesk experience

We Want:

- A motivated individual to support staff and students with ICT support
- An individual to provide excellent customer support for management, staff and students
- An individual to assist with maintenance and development of ICT process documentation
- Individuals with an Australian Car drivers licence;
- Individuals with a valid Victorian Working with Children Card (WWCC -Employee) or ability to obtain prior to commencement;
- Individuals with a National Police Check clearance

St Francis Xavier College In Return offers:

- Great conditions and work environment
- Employer of choice
- Job Diversity - potential for Job rotation across 3 Campuses
- Immediately Start

This is a fixed term position. A copy of the Role Descriptions can be obtained at www.SFX.vic.edu.au. To apply, please email a resume with covering letter to jobapplications@sfx.vic.edu.au and your completed St Francis Xavier Confidential Application form. Applications close at 4:00pm on 21 March 2016