

Job Profile

Job Profile Name:	IT Assistant B
Job Code:	CADB-00010
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

1. Greets clients and answers specific inquiries with a positive attitude. This includes detailed information regarding software and equipment.
2. Collects and enters data into established inventory databases.
3. Assists with computer/server/office equipment maintenance including troubleshooting, setup and verification of computer equipment.
4. Maintains websites with regular updates of content.
5. Distributes and tracks computer equipment. A log to track these items may be required.
6. Maintains lab work area in a clean and orderly fashion.
7. Opens and secures the area daily.
8. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of IT Assistant level "A" tasks in addition to the above listed functions.

Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work