

Job Profile

Job Profile Name:	IT Assistant C
Job Code:	CADC-00006
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 high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Organizes individuals as well as events such as workshops and sessions.
2. Conducts training during events, workshops or sessions.
3. Provides specific computer support to clients, including installation of software and equipment.
4. Provides computer/server maintenance and resolves any hardware/software related issues.
5. Creates websites and database content as required. Makes recommendations for improvements.
6. Edits and writes report or manuals related to projects.
7. Maintains and monitors social media platforms. Reviews website and schedule of events to ensure accuracy.
8. Oversees work area and ensures clients' needs are met.
9. 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" and/or "B" in addition to the above listed functions.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work