



# Top Education Institute

Sydney City School of Business | Sydney City School of Law

## POSITION DESCRIPTION

**JOB TITLE:** Information Technology System

**JOB TYPE:** Full-time Professional Staff

**LOCATION:** Australian Technology Park, Eveleigh NSW 2015 Sydney Australia , Web: [www.top.edu.au](http://www.top.edu.au)

**DATE:** October 2016

Top Education Institute has been a leader in innovative private higher education since its inception in 2001. Top Education Institute, through its two professional schools, the Sydney City School of Business and Sydney City School of Law, is committed to providing quality higher education in international business and law studies leading to careers in law, accounting, business, and other professional areas in the public and private, domestic and international sectors.

### Summary Statement:

The successful candidate will have a varied IT knowledge background and some Library systems knowledge. The role will offer the challenge for anyone who like to have a work pattern that offers a different range of communication services and providing daily support to all sectors of Institute.

**Supervisor/Manager:** Senior Academic Manager/Assistant Principal (External Engagement)

### MAIN DUTIES/RESPONSIBILITIES:

- Collaborate with IT team to administer the library site with the current authentication system.
- Contribute to the IT and business systems with knowledge and ability to assist in the IT platforms such as HTML, CSS and experienced with content management systems (CMS) such as Elcom, Wordpress or Joomla.
- Design and maintain effective statistics, reports and tracking spreadsheets to support acquisition and access activities.
- Develop and deliver workshop for staff and students on the e-Library resources.
- Collate usage statistics on all e-Library database resources on a regular basis.
- Liaise with providers of technologies and applications, including other areas of Institute and external vendors, about development and issues.
- Participate in Library-wide projects and activities as required.

### SELECTION CRITERIA:

#### Qualifications:

- Tertiary qualifications in Information Technology and/or in a computer or technical discipline, and/or equivalent experience.

#### Experience:

- Well-developed information technology and computer application skills including demonstrated ability to create new resources using a variety of applications.
- Flexible and proactive work attitude
- Developing IT and business software knowledge, in one or more of the following:
- Demonstrated proficiency in the application of EZproxy software, Ezproxy Stanza

- Good at HTML, CSS and very experienced with online content management system (CMS) such as Elcom, Wordpress or Joomla
- Communications technology and Network infrastructure
- Experienced with Moodle – online learning platform

**Skills:**

- High-level organisational skills with the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal or no supervision.
- Excellent oral and written communication skills.
- Demonstrated ability to work collaboratively and productively with staff and students from a diverse range of backgrounds.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**Desirable:**

- A knowledge and understanding of Information technology Infrastructure Library (ITIL)

Other job related information:

Participation in key events for the campus and school, as required:

- Top Education Institute Open Day and Graduation Ceremonies
- Campus enrolment and induction sessions as the School's representative
- Campus, School and Discipline functions that may take place after normal office hours.

**Applications close on 15 November 2016**