



Sandybeach Centre

February 2010

Volunteer Required Unique Opportunity

IT Systems Administration Assistant

4 hours per week (flexible days – mornings preferred)

This position is to provide backup support for Sandybeach Centre's IT systems and would report directly to the Systems Administrator.

Sandybeach Centre is a not for profit independent community cooperative society providing adult education to Certificate IV level and support services to the local community.

Duties include:

- PC and server maintenance and upgrades
- Network maintenance
- User assistance
- Documentation
- Infrastructure improvement projects

Skills required:

- Excellent Microsoft OS skills – XP / Vista
- Server 2003 / 2008
- Virtual Server Exchange experience
- General networking skills, including wireless DHCP / AD etc
- Sharepoint 2007 experience desirable

On the job training provided. Industry experience preferred.
Referees required. Police check to be conducted.

For further information about the above position, or about volunteering in general, please contact Volunteers' Coordinator Julie Hayes

Telephone: 9598 2155.

Email: volunteers@sandybeach.org.au

Or ask at Reception

Website: www.sandybeach.org.au
