IT Officer

*We are looking for a driven individual to join the student organising committee under the Information Technology portfolio for the Australian Undergraduate Business Case Competition 2016.*

**Role and responsibilities**

As IT Officer, you will

- Assist in the publishing of content on, updating and maintaining the AUBCC website
- Test monitoring programs on various operating systems, including different versions of Windows and Mac OS
- Build registration forms for team and ambassador recruitment
- Monitor competitor computer usage during case week
- Prepare equipment during case preparation and before presentations

**Who we’re looking for**

The successful candidate will possess

- Adequate knowledge of various operating systems including Mac OS, Windows and Linux
- Competent in CSS and HTML
- Preferred experience in computer hardware and internet connection (including broadband, dial-up and dongles)
- Preferred experience in website design and/or website development using Weebly or WordPress

**What you get out of it**

- Work with a team of dedicated students, developing inter-personal skills
- Excellent experience in the organisation and running of an internationally reputed case competition
- Greater understanding on flat website design using simple CSS, HTML and Javascript and how various monitoring software programs work

**Time commitment**

- Available once a week for meetings (approx. 1-2 hours), with an increased involvement leading up to Competition Week
- Compulsory availability during Competition Week, 27 November – 2 December 2016

**TO APPLY OR ENQUIRE**

Contact **Angeline Lim | Director of IT | angeline@student.unimelb.edu.au**

Please forward a cover letter and your current CV to be considered.

Applications close **5pm, Thursday 24 March, 2016.**