VACANCY
3CR IT Worker 2009
POSITION DESCRIPTION

Acknowledgement
3CR acknowledges that it broadcasts from land stolen from the Wurundjeri people, the original owners of the land where 3CR is located. The station also acknowledges that it broadcasts to land stolen from other members of the Kulin Nation in Victoria and to land stolen from Aboriginal people throughout Australia.

Statement on Racism
3CR is committed to opposing racism. It supports the integration of cultural and linguistic diversity into the station, including broadcast content, volunteers, staff and management. People from Aboriginal, Torres Strait Islander, and linguistically and culturally diverse backgrounds are encouraged to apply for employment at the station.

7.5 hours per week.
Pay rate: $35 per hour.
Period: 1 year contract Feb 2009 – Feb 2010

Position Background
The position is a fixed-term contract, the hours of work will be negotiated with the successful applicant.
The 3CR IT Worker is required to take responsibility for the IT infrastructure at 3CR studios in Smith St Collingwood. 3CR maintains its IT system on a minimal budget, the Station broadcasts 24 hours a day with hundreds of users with diverse IT skills. The successful applicant will need to work within the specific culture and hierarchy of the station. Short-listed applicants will be interviewed by a member of the Committee of Management, the Station Manager and a staff member.

Please address the selection criteria in your application.

Duties:
- act as the help desk for staff and volunteers with IT queries
- maintain desktop client PCs (hardware & software)
- maintain server computers
- develop and maintain server backup systems
- consult with the 3CR broadcast technician and website technical manager
- ensure smooth running of anti virus software and printing services
- manage crisis situations, which may involve complex technical hardware or software problems
- manage accessibility issues within 3cr IT systems
- work with station volunteers and staff to achieve station objectives

- make recommendations on hardware and software purchases

Selection Criteria
Essential
- Ability to work constructively under pressure and manage time efficiently.
- Proven track record in desktop support and networking
- Familiarity with Linux and Windows in desktop and server implementations.
- Ability to take direction and work with minimum supervision.
- Strong communication skills both verbal and written
- Ability to communicate concepts to non technical people
- Excellent problem solving skills
- Experience working with Indigenous people, people from a Culturally and Linguistically Diverse background and women.

Desirable
- Experience working with community orgs and volunteers
- Good knowledge of 3CR and / or community radio.
- Experience with audio, and / or audio production on computers.
- Knowledge and experience with Drupal (CMS)
- Demonstrated understanding of cultural diversity and culturally appropriate organising.

Applications
Please address the selection criteria in your application.
Applications to be submitted to the Station Manager marked 'Confidential'.
Closing Date: Fri 30 Jan 2009