

AYAA POSITION DESCRIPTION

System Administrator

Summary	
<p>The Systems Administrator typically works directly with the Senior Leadership Team and event committee members. In this role, the Systems Administrator provides IT support for the development, implementation and maintenance of any website and communications related items, such as running the Australian Youth Aerospace Association's websites, emails, file management systems, CRM, as well as making any improvements to the association's IT systems.</p>	

Details	
Reports to	Secretary
Resourcing	<p>1-10 hours per week</p> <p>Applicants shall understand that this position has varying time requirements. Around the months preceding and following AYAA's main events, the Systems Administrator can expect an hour or more each day, typically on website-related tasks, such as setting up application forms and updating content. During the year, the weekly time requirement is typically less than one hour, though the role will require additional time to learn the AYAA's IT systems during the first month.</p>
Requirements	<ul style="list-style-type: none">● Strong problem solving skills;● Attention to detail;● Strong work ethic;● Ability to work effectively in a team and independently;● Proficiency in word processing, email and other online tools; and● Ability to respond to requests with a short turnaround
Recommended Skills	<ul style="list-style-type: none">● Background in Computer Science/Software Engineering;● Installation, development and use of website content management systems (e.g. Drupal, WordPress);● Installation, development and use of website customer relationship management systems;● DNS configuration, domain name and web hosting management; and● Google Apps administration

Responsibilities	
Administration	<ul style="list-style-type: none">● Website maintenance, updates and backups;● Developing and publishing application forms through the website content management system;● Modification to website content;● Maintenance of AYAA mailing lists;● Maintenance of Google Drive folders;● Google Apps administration; and

	<ul style="list-style-type: none"> • Troubleshooting of website and Google Apps
Content Development	<ul style="list-style-type: none"> • Work with the Media & Communications portfolio to create website content to drive engagement;
Portfolio Members	<p>Portfolio: Media & Communications</p> <p>Portfolio Lead: Secretary</p> <p>Portfolio Members:</p> <ul style="list-style-type: none"> • Legal Officer • Systems Administrator • Branding Manager • People & Culture Manager

What to consider before applying:

It is important that the applicant has at least a basic understanding of the roles and requirements outlined above. It can be also noted that these skills can be further developed whilst holding the position of Systems Administrator.

For more information about this position, please contact Albert Sztolc

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Administration	
Approval	2 March 2017 – Senior Leadership Team
Last updated	October, 2019 - Albert Sztolc