

WHY NOT TRY...

INFORMATION TECHNOLOGY

What do Information Technology Assistants do?

Information technology administrators manage the day-to-day operations of information technology (IT) systems to make sure that the system runs effectively.

Information technology administrators work with IT managers to make sure that the computer system provides sufficient computing power to deliver the desired level of business performance.

Information Technology Assistants may perform the following tasks:

- > talk with managerial, administrative and technical staff to determine information needs, data flows and systems definitions
- > establish and control systems access and security
- > coordinate protocols for operation within multi-user IT networks that provide voice, data and text transmission
- > check systems in order to optimise performance and to initiate recovery action after system failures
- > implement regular housekeeping procedures, including data backup
- > manage the distribution and retention of data on various storage devices
- > coordinate system updates and replacement of 'old' versions
- > maintain data dictionaries
- > provide day-to-day advice to users on data structures and terminology
- > provide assistance in testing new equipment and systems
- > prepare technical reports on operation of systems
- > prepare systems cost estimates and cost-benefit analyses
- > coordinate the work of support staff
- > provide training in systems use and access

How do I become an Information Technology Assistant?

You can become an Information Technology Assistant by undertaking a traineeship. Entry requirements may vary, but employers generally prefer applicants to have completed year 10 or equivalent with an increasing trend towards requiring Year 11 or 12. Employers may also have specific requirements according to their companies needs.

Qualifying as an Information Technology Assistant involves:

- > 12 to 18 months commitment
- > Attending paid work with a "host employer" for the duration of the traineeship
- > Attending off-the-job training at an RTO

Ideal personal requirements to be an Information Technology Assistant include:

- > Good at technical activities
- > Good communication skills
- > Able to quickly understand complex problems and devise effective solutions
- > Able to direct and oversee the work of others



How can I do a traineeship? Talk to your local RSW representative.

email: info@readysetwork.com.au
phone: **1800 819 747** (free call from landlines)

Sources include
www.jobguide.thegoodguides.com.au