

St Joseph's Institution International School Malaysia

Title	IT Executive
Reports to	Bursar
Department	Central Administration

- Responsible for the IT infrastructure and function of the school by performing networking setup
- Setup Active Directory, DNS, DHCP, Group Policy, iSCSI Storage, Virtualization, Firewall, Anti-Virus
- Manage IT assets and software licensing
- Ensure security and virus-free IT working environment by setting up security and regular virus check
- Identify potential areas of improvement relating IT process, system and concern and recommend affordable and practical solutions
- Liaise with Internet providers and relevant vendors or suppliers on setup, implementation, repair, maintenance of IT hardware and software
- Work with the IT academic on IT requirement for Classroom set up, Computer Lab set up, etc
- Work with IT Academic on setting up of school management system
- Provide support in administering applications and systems used in School and student management eg: Isams, Calms, School Buddy etc
- Set up of Wi Fi network and enhance Wi-Fi security network
- Set up IT Policy, Network Diagrams
- Organise computer network from Workgroup to Domain
- Integration of IT applications for efficiency

In addition, any other reasonable duties as requested by the President, CEO or Bursar