



# Example of Information Technology Assistant Job Description

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Our innovative and growing company is looking to fill the role of information technology assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for information technology assistant

- Assists with maintaining the inventory to include hardware, software, licenses, maintenance agreements, systems and other items tracked by the IT Department
- Assists in designing, maintaining and further developing Divisional websites and databases such as UNPAN and the Divisional Workspace using document and content management systems, DNN modules, ASP.NET, Javascript, and HTML/CSS
- Assist in routine installation, configuration, testing and deployment of server hardware and software (Web and database servers) and web portals (Divisional websites, UNPAN, and SharePoint workspace)
- Assist in routine administration, operation, technical support, and monitoring of server systems
- Assists in monitoring personal computers running the UN software delivery system to ensure that software distributions are being delivered correctly
- Assist in performing software distribution updates, scripting, testing and support
- Maintains and updates files (electronic and paper) and internal databases
- Provide general administrative support, including making copies, filing, answering phones, delivering mail, sending faxes, drafting and typing correspondence, spreadsheets, presentations
- Provide administrative support for the vp, customer relationship management and business intelligence technologies by managing

- Provides technical support to computer and network clients in response to requests related to Bank and WBG standard hardware and software, printing problems, viruses, network connections and other IT related matters including communication services

### **Qualifications for information technology assistant**

- Ability to establish and maintain effective working relationships with other functional groups within the Lottery, other computer activities within the state other state and national lotteries
- Developing and/or continuing multidisciplinary collaboration
- Satisfying teaching and service requirements consistent with department policies
- Minimum of 4 years as Administrative Assistant
- Proven administrative skills associated with project office or IT support functions
- Must be proficient in full suite of Microsoft Office products and tools