

Role Description: IT Administrator

General

The IT Administrator supports the committee by providing support for the email system, Microsoft 365 licenses and the u3a freephone number.

Details

Google Workspace

- Manage the accounts for the generic email addresses as and when those fulfilling the roles change.

Microsoft 365

- Allocate Microsoft 365 licenses to those committee members who require one and reclaim them at end of role.

Core Telecom Freephone Number

- Inform Core Telecom of any change required to the recorded message, available options and redirect phone numbers.