



IT Officer



Human Resources Team Description:

The HR Team is responsible for overseeing the overall well-being of the organisation and its members. It is also responsible for the organisation of in-person Asclepios events and document organisation. If you were ever interested in working HR in a mainly STEM based setting this is the team for you!

IT Officer Description:

As an Asclepios IT Officer, you will oversee the organisation and maintenance of the online drive system as well as keep track of key and private information of the Asclepios members.

Key information for role:

- **Average hours required per week** - 3-5 hours
- **Tasks and Responsibilities:**
 - Attend regular meetings with the HR team to give and collect updates for the heads
 - Coordinate with other teams within Asclepios to ensure no continuous issues with the internal systems
 - Maintain and organise the Asclepios VII mission drive
 - Overseeing access to personal or confidential information
 - Point of contact with IT-related issues of members in the organisation
- **Essential Requirements for Role:**
 - Strong background in computer science
 - Dedication
 - Teamwork
 - English fluency
 - Strong communications skills
 - Enthusiasm for working in a Space / STEM student project
- **Desirable traits for role**
 - Experience in IT management
 - Experience working in student organisations
 - Multi-lingual skills (French, Spanish, Italian are advantages)

- Driver's licence

Inclusivity Statement

Don't meet all the requirements? That's okay, one thing all applicants that are chosen show in common is their passion for Asclepios and their passion for the mission. Feel free to apply for any role you think you will enjoy. At Asclepios, we have a very welcoming environment and ensure no one is left behind. We are one big international family!