These are general job descriptions, but you will have similar responsibilities and opportunities:

- **IT Support**: IT Support Officers will be responsible for supporting and providing guidance for potential, new and existing customers with their implementation and utilisation of our systems. IT Support Officers may be required to visit our clients’ workplaces in order to setup kiosk computers and to assist with browser and windows configurations. IT Support Officers will also be responsible for providing remote support for and helping customers with the functionality of the EzyAccess system. This may either be through phone calls or via emails. They will also be configuring VoIP phone systems for customers and providing ongoing remote support for clients with this system.

- **PHP Programmer**: PHP Programmers will be required to undertake duties such as the tweaking and refining of existing software to ensure a better quality product. They may also be required to design codes based on customer needs, as customers will ask for modifications for their particular worksite and if deemed feasible, this modification will be made to the software for the customer. PHP Programmers will also be responsible for troubleshooting for any errors in the existing code for the software.

- **Marketing Assistant**: Marketing Assistants will be responsible for online and offline marketing of the products and services offered by Ezy Access. This will include marketing campaigns that may include creating, preparing and sending letters for mail outs, and producing and sending emails for mass online marketing. Marketing Assistants will also be responsible for call to action campaigns. As well as this, they will also provide direction and training for website visitors and customers either through phone calls or emails, so answering calls will also be a part of the daily routine.

**Terms of Internship**

- Working hours would generally be between 9:00am and 3:00pm Monday - Friday but EzyAccess will be flexible with hours.
- Internship is unpaid but you will be eligible to apply for a $2,000 DPP Award. To find out more about the Award contact the DPP Office.