

AZEK is the premier training center for financial professionals in financial analysis, wealth management, financial operations, data science and ESG. Our courses lead to federal and international diplomas. We are looking for someone immediately or by appointment.

IT-Assistant, 20%-40%

The IT-Assistant will be the main IT support during the AZEK courses. She / he will setup the hardware and Zoom meeting and will provide support during the course to the teacher as well as to the students. She / he will also represent AZEK during the course.

Responsibilities and Duties

The responsibilities of the IT-Assistant are the following:

- IT-Support during the remote course:
 - Manage the video conference: start, record etc.
 - Provide IT support for the teacher and students for IT problem (Video is no longer working, sound is not working, unable to share screen etc.).
 - Represent AZEK and answer student questions or forward them to the responsible person
 - Second level of support: Support other IT-Assistants on more complex IT problems
- IT-Support during the hybrid course:
 - Preparation for the course
 - Setup hardware at the course location in Geneva (Camera, microphone, laptop etc.)
 - Assist the lecturer in case of problems (Beamer no longer working, camera not working, sound not working etc.)
 - Represent AZEK and answer student questions or forward them to the responsible person
 - Second level of support: Support other IT-Assistants on more complex IT problems

Qualifications

The IT-Assistant should have the following qualifications:

- **Language:** Fluent spoken French, Fluent spoken English, advanced German
- **Skills and Education:** Reliability, duty awareness, service oriented, initiative, ability to solve IT-Problems during the course, ability to remain calm under pressure.
- **Place of residence:** Geneva area. In emergencies, we require someone who can be in Geneva within a reasonable time

Please send your application to

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