



Position: Assistant Manager - IT & Infrastructure

[Assistant Manager - IT & Infrastructure Job in Melbourne VIC - SEEK](#)

Location: Melbourne Campus

Employment type: Full-time

About MIT:

Melbourne Institute of Technology (MIT) is a leading Private institute of Higher Education with campuses in Melbourne and Sydney. We provide IT, Networking, Data Analytics, Business, Accounting and Engineering (Telecommunications) programs, at bachelor's and master's degree levels, to Australian and International students. MIT has a NEAS-accredited English Language Centre that offers a range of English language courses to help students improve their English skills and prepare them further study in Australia.

The Role:

We are seeking a dynamic and experienced Assistant Manager, IT & Infrastructure to support the smooth operation of IT and communication systems, ensuring alignment with organisational needs and industry standards. This role involves assisting in leading a proactive IT team, managing IT infrastructure, system processes, fostering stakeholder relationships, and contributing to special projects that align with MIT's strategic goals.

Key Responsibilities:

- **Leadership** - Effective guidance in various areas including employee performance evaluation, technical advice, internal consultancy regarding ICT, and management of systems and infrastructure.
- **IT, Communications Infrastructure and Systems** – Assist with the development and maintenance of robust IT infrastructure and systems that meet the organisation's needs and regulations.
- **Quality Assurance** - Conduct regular maintenance and administration activities to ensure the quality and efficiency of IT infrastructure.
- **Stakeholder Relationships** - Building and nurturing strong relationships with various stakeholders including students, staff, vendors and industry professionals.
- **Progress Monitoring** - Regular monitoring and reporting of progress towards achieving the organisational goals, implementing corrective actions when necessary.
- **Staff Development** – Support the management and development of team members by providing guidance, support, and necessary training.
- **Projects** – Manager/contribute to the successful completion of assigned projects and other organisational initiatives.

Qualifications, Experience and Skills:

- Bachelor's degree in Information Technology, Computer Science, or a related field. Postgraduate qualifications are advantageous.
- Proven ability to lead and manage IT systems and infrastructure projects, including planning, execution, and oversight of budgets, timelines, and resources.
- Strong team leadership skills, with experience in managing and mentoring technical teams and fostering a collaborative, innovative work environment.
- Exceptional communication skills, including written communication, interpersonal, presentation, and negotiation skills.



- In-depth understanding of IT infrastructure, cloud computing, and cybersecurity principles.
- Expertise in cybersecurity best practices, including implementing and maintaining security protocols and ensuring compliance with data protection regulations.
- Knowledge of server management and basic network scripting skills.
- Demonstrated experience in managing intermediate-to-advanced ticketing systems.
- Expertise in Microsoft platforms, including DAP (Microsoft Exchange Service), Microsoft Azure, and related services.

Position Description can be downloaded at MIT careers: <https://www.mit.edu.au/about-us/jobs-mit>

Apply via SEEK:

Applications close on **Friday 24 April, 2026.**

Melbourne Institute of Technology is committed to equality, diversity and inclusion. As an equal opportunity employer, and a leader in gender equality, we encourage and welcome applications from a diverse range of backgrounds and people.

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit www.mit.edu.au

MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.