Academic Services  
Faculty of Business and Economics

**Academic Programs Coordinator**

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0034101</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM Level 6</td>
</tr>
<tr>
<td>SALARY</td>
<td>$96,459 - $104,413 per annum</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full-time (1 FTE)</td>
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<td>BASIS OF EMPLOYMENT</td>
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<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.</td>
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| CONTACT FOR ENQUIRIES ONLY | Mr Shane Morley  
Tel +61 3 9035 3260  
Email morleys@unimelb.edu.au |

*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
Position Summary

The Academic Programs Coordinator is part of a team of staff in Academic Programs with responsibility for the timely delivery of process outcomes related to the faculty’s graduate coursework degree programs. The team is responsible for supporting curriculum development through providing secretarial support to the Graduate Programs Committee, managing the annual course and subject change process and by authorising all approved Handbook changes. The team also manages academic misconduct committees, academic board appeal responses, internal course transfer applications, and faculty dual degree programs. They work with colleagues in the faculty’s teaching departments to ensure clash free subject sets in the student timetable and on the collection and publication of data for the End of Subject Surveys. They support staff and students in providing timely responses to assignment extension requests and eligible special consideration applications.

It is necessary for the incumbent to manage competing demands, prioritise tasks effectively, ensure attention to detail, be self-directed in managing work assignments and be adept in dealing professionally with a range of stakeholders, offering them a high level of client service. Collaboration with stakeholders within FBE and the broader University is required, particularly with colleagues in Student and Scholarly Services and as such the position requires well established relationship management skills and the ability to negotiate outcomes. The incumbent is expected to work in a flexible and changing environment and operational requirements may require the incumbent to perform tasks of a commensurate level.

1.1 KEY RESPONSIBILITIES

- Support the Manager, Graduate Coursework Programs during the annual course and subject change process by evaluating and processing curriculum changes in the Curriculum Approval and Publication System (CAPS).
- Make appropriate configuration changes in StudentOne based on approved course and subject changes.
- Coordinate the team’s contribution to the faculty’s graduate student orientation program.
- Support the Manager, Graduate Coursework Programs investigate and action all academic misconduct cases.
- Coordinate the operation of the Faculty Special Consideration and Assignment Extension processes, providing timely outcomes for all eligible graduate applications and liaising closely with the Student Equity and Disability Support team (SEDS) and Faculty Academic staff.
- Coordinate the bi-annual internal course transfer processes by assessing applications for advanced standing and issuing offers and updating study plans for approved applicants.
- Coordinate the faculty’s dual degree programs by advertising to and recruiting incoming and outgoing students, issuing offers, responding to student enquiries and managing enrolment and completions.
- Coordinate the creation of subject clash sets in the relevant University systems during the annual timetable construction process.
- Coordinate the collection of data and the publication of both Mid-Semester and End of Semester subject surveys.
- Coordinate and create the bi-annual graduate exam viewing appointment schedule.
2. **Selection Criteria**

2.1 **ESSENTIAL**
- A degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education and training.
- A high level of initiative and drive with a demonstrated ability to identify, develop and implement solutions to complex problems or new opportunities for improvement where appropriate.
- Highly developed communication and interpersonal skills including the ability to foster relationships with professional and academic staff across the University.
- Demonstrated ability to prioritise, meet deadlines and maintain a high level of focus and accuracy in a busy environment with large volumes of activity.
- Ability to work collaboratively and flexibly both in a team and independently and in an environment with changing demands.

2.2 **DESIRABLE**
- Experience in or an understanding of the Australian higher education sector
- High-level Excel skills and demonstrated ability maintaining websites.
- Working knowledge of the Curriculum Approvals and Publication System (CAPS)

2.3 **OTHER JOB RELATED INFORMATION**
- This position requires the incumbent to hold a current and valid Working with Children Check.
- There are peak periods for this role during which time requests for leave may not be approved.
- Occasional work out of ordinary hours.

3. **Job Complexity, Skills, Knowledge**

3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

The position will operate under the general direction of the Manager, Graduate Coursework Programs and will also work closely with the Associate Dean (Teaching & learning) and the MBS Graduate Program Directors. The role requires that the incumbent take responsibility for their work and independently carry out agreed tasks, be self-motivated, proactive and able to prioritise workload and plan ahead. The Academic Programs Coordinator will be responsible for their own time management and prioritisation of tasks to ensure that key responsibilities and deadlines are met. The development of effective relationships with staff within the Faculty and the wider University Community is essential.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

High level problem-solving skills with the ability to exercise sound judgment and initiative are critical to this role. The position will act as an escalation point in relation to complex
student cases and will be expected to effectively apply University policy in their resolution. The incumbent is required to independently relate existing policy and procedures to work assignments and has the discretion to innovate and take responsibility for outcomes.

The Academic Programs Coordinator is responsible for supporting various key functions of the Academic Services team and the Faculty of Business and Economics. They will exercise a high level of initiative and judgement and will work autonomously on several tasks. You will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Teamwork is a core value of the faculty. Good judgement is expected about when to consult and escalate enquiries.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position will be expected to develop a detailed knowledge of Faculty and University policies, in particular those related to Enrolment, Timetabling, Courses and Awards and Academic Integrity. An understanding of issues affecting both students and staff in an academic environment is important, along with the capacity to work with a range of people at different levels within the University, and externally.

3.4 RESOURCE MANAGEMENT

This position has no resource management responsibilities.

3.5 BREADTH OF THE POSITION

The Academic Programs Coordinator interacts with Business and Economics and University academic and professional staff at many levels. The position acts across a range of policy and administrative issues central to the development and management of the graduate coursework programs. The incumbent's interpretation of policy, dissemination of information, advice, organisational skills, systems design and commitment to continuous improvement is critical to successful delivery of these programs.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.
The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. **Other Information**

6.1 **BUDGET DIVISION**

https://fbe.unimelb.edu.au/

https://fbe.unimelb.edu.au/about/join-fbe

Through its leading research and teaching, the Faculty of Business and Economics at the University of Melbourne influences policy design, corporate governance, and business practices globally.

The Faculty of Business and Economics has been preparing students for exciting and challenging careers since 1924. The Faculty offers extensive undergraduate, graduate, and research higher degree study options through the Bachelor of Commerce, Melbourne Business School suite of postgraduate programs. There are more than 10,000 students enrolled in undergraduate and graduate degrees within the Faculty. The Bachelor of Commerce is one of the most sought-after business courses in Australia. The Faculty is also the home of leading research masters degrees and the PhD. The Faculty hosts world class academics and professional staff, the brightest students, alumni, and other stakeholders. Since its establishment, the Faculty has produced a large number of leaders in business, government, and academia, in Australia and around the world. We are committed to enhancing our applied research outcomes, expanding our curriculum, and bolstering our connections with industry to help shape the world of business and economics in Australia and internationally.

The Faculty seeks to welcome and value the unique contributions of people from all backgrounds. We are committed to diversity and inclusion practices to achieve our vision through the policy of relative-to-opportunity performance evaluation and initiatives such as Faculty Carer’s Travel Support Scheme, Professional Development Programs, Awards for excellence in teaching and research.
6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

• We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

• We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

• We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

• We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance