

Position Description

Placement Assistant

Position No:	50111134
College:	College of Science, Health and Engineering
Campus/Location:	Northern Centre for Health Education & Research Building, 185 Cooper Street, Epping
Classification:	Higher Education Officer Level 4 (HEO4)
Employment Type:	Fixed Term, Full Time
Position Supervisor: Number:	Senior Coordinator Placement Operations 50019311
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

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Position Context

The College of Science, Health and Engineering comprises 9 Schools and 16 Departments across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

This position works as part of a team which implements administrative processes associated with the placement functions. The incumbent will undertake a variety of functions which are specified in the annual performance plan.

Duties may include:

- Responsible for processing placement requests and entering information on University wide system, liaise with the Partnership Operations team in accordance to associated processes with relevant information co-ordination
- Provide professional customer service to internal and external stakeholders and other visitors
- Liaise effectively with organisational units and staff beyond the immediate unit to gather information, stay informed and contribute to the requirements of the Partnership Operations team portfolio
- Provide a range of administrative support services such as word processing, filing, drafting routine correspondence, publications, roster placements, manage student enquiries, organise meetings and following up on relevant action items
- Implement and apply relevant and applicable policies and procedures to ensure the provision of effective and efficient administrative and organisational support services to the work area
- Maintain accurate files of student placements, including attendance information, student police checks and related grades
- Update information within relevant University data bases and systems
- Work collaboratively as a member of the College's administrative staff and undertake other administrative functions and tasks as required.

Key Selection Criteria

- Completion of a Diploma level qualification with relevant work experience; or an equivalent combination of relevant experience or on the job training
- Effective administrative skills and the ability to work as part of a team implementing large scale business processes
- Demonstrated ability to deliver high quality customer services, prioritise customer requirements and an ability to liaise with a diverse customer base
- Demonstrated ability to work in a multi-functional team environment and contribute positively as an effective team member
- Effective written and verbal communication and interpersonal skills and the ability to maintain effective liaison with internal stakeholders and external providers
- Sound computer skills and the ability to maintain a high level of accuracy in administrative functions including data entry and document proofing
- Ability to work extended hours during peak times
- Demonstrated experience with an electronic records system and ability to acquire new database skills
- Knowledge of university student administration systems

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: