POSITION DESCRIPTION

Position Title: Casual Examinations Supervisor

Organisation Unit: Student Administration, Academic Services Division

Position Number: 3009407

Type of Employment: Casual (Multiple positions) – St Lucia and Gatton campuses

Classification: HEW 1, Level 1

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Academic Services Division has primary responsibility for the delivery of student focused administrative functions and contributes also to student-related policy development. The Academic Services Division (ASD) consists of the Office of the Academic Registrar and the Directorates of Student Administration and Academic Administration. The Directorates provide high quality administrative and professional services in support of the University’s academic activities.

Sections within Student Administration include:

- **Student Centres** - Student Centres are located on the St Lucia, Gatton and Herston campuses and provide a one stop shop for face to face student enquiries across a broad range of University activities, coordinate the University’s Orientation programs and the production of student ID cards;
- **Examinations** – manage all aspects of the centrally coordinated examinations process and contribute to the development of assessment policy;
- **Admissions** – administer the University’s Admission Rules for the admission of undergraduate applicants through the Queensland Tertiary Admissions Centre (QTAC), respond to prospective student enquiries concerning University programs, admissions requirements etc. and involvement in the production of the QTAC Guide and other QTAC publications as well as the University’s undergraduate prospectus, Summer Semester Program guides and other publications;
- **Student Progression** – coordinate conferrals and graduation ceremonies; manage the process for academically at-risk students in accordance with the Enrolment and Academic Progression rules; provide advice and support for student enrolment.
- **Student Fees and Scholarships** – provides a high quality student fee and scholarships service, including administration of the University’s fees scheme and Senate approved financial awards (scholarships, bursaries and prizes) and provision of specialist advice and expertise for publications, policies and systems development.
- **Student Systems’ Projects** - responsible for the coordination and implementation of approved major projects and enhancements to the student information system.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)

Incumbents may be required to work outside standard business hours, and should be available to work during peak examination periods.
DUTY STATEMENT

Primary Purpose of Position

Examination Supervisors play a key role to ensure that all students have the opportunity to sit examinations under optimal conditions according to University assessment and examination policies and procedures.

Casual appointments are primarily during peak examination periods during April, June, September and November.

Hours of work are based on a rostered shift allocation - Monday to Saturday - and subject to University requirements.

Duties

The duties of an examination supervisor can be physically demanding. Supervisors are required to walk throughout a room, stand for prolonged periods and negotiate stairs in some rooms. Due to the physical nature of the position, a reasonable standard of fitness is required.

Duties and responsibilities include, but are not limited to:

- marshall students and direct them to seats;
- attend to student enquiries;
- verify student identification;
- collect attendance forms and examination papers;
- sort attendance forms in alphabetical order by student surname;
- monitor student conduct during examinations;
- monitor the conduct of the candidates at various intervals by moving about the room;
- reconciliation of examination scripts and other examination materials
- Other duties as reasonably directed by your supervisor or manager.

After sufficient experience as an Assistant supervisor, staff may be assigned as a Chief Supervisor.
Chief Supervisors are required to work under the direction of the Examinations Manager to ensure the efficient and effective conduct of examinations.

Duties and responsibilities include, but are not limited to:

- mark and reconcile the student roll
- accurately reconcile completed exam scripts for collection by academics or return to Examinations section
- allocate assistant supervisors to areas/sections of responsibility in the examination room
- accurately complete written reports on the conduct of each examination
- contact academics and/or Examinations Section with queries or corrections on examination papers
- Other duties as reasonably directed by your supervisor or manager.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Manager and is supervised by the Team Leader.
SELECTED CRITERIA

**Essential**

- Demonstrated interpersonal sensitivity and the ability to deliver high quality customer focused service in a high pressure environment.
- Physical fitness and mental alertness to ensure consistent provision of exam facilitation whilst being required to stand/walk for several hours at a time.
- Flexibility and adaptability to a changing and complex service environment.
- Team player
- Committed and reliable
- Computer literacy skills including the ability to send/receive emails, complete online forms and training modules.
- Adherence and application of University Policies and Procedures

The University of Queensland values diversity and inclusion.