POSITION DESCRIPTION

Position Title: HDR Administrative Assistant
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3026042
Type of Employment: Fixed term, full time
Classification: HEW Level 4

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 University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies. Information about the Institute can be accessed on the Institute's web site at http://www.aibn.uq.edu.au/.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at http://www.aibn.uq.edu.au/women.

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

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to provide administrative support and assistance to the Higher Degree Research (HDR) Manager and the HDR Senior Administrator to facilitate the professional and client friendly support of current and prospective students in the Institute’s academic programs.

The role is also responsible for the coordination, administration and promotion of research internship programs and activities designed to enhance the academic experience and professional development of students, with a particular focus on undergraduate research.

The position also provides administrative support to the AIBN Reception and Research Grants units.

Duties

Duties and responsibilities include, but are not limited to:
Research Internship Coordination (50%)
- Assist with all aspects of administrative processes for the Institute’s research internship programs, including coordination of student placements, administration of scholarships, processing of applications, preparing offer letters, organisation of student presentation seminars
- Identify new undergraduate research opportunities
- Liaise with Universities, Faculties, and other participating units to manage projects and reimbursements for the undergraduate research program and other undergraduate research schemes
- Manage and develop customer relationship management tools (CareerHub and Checkbox) to assist the application process, application assessment, and enquiry management
- Administer centrally-funded undergraduate program scholarships and related institute grants, including maintaining records and facilitating payments
- Coordinate undergraduate research program student events

Research Higher Degree (30%)
- Maintain and assist with the ongoing development of the HDR Database project, including the translation of AIBN policy initiatives to Standard Operating Procedures (SOPs) and implementing these as procedural actions in the HDR Database
- Support the HDR Senior Administrator and the HDR Manager in the administration of PhD and MPhil programs as required
- Assist with procedural actions that include but are not limited to:
  - Intellectual Property (IP) and Confidentiality (CDA) agreements for AIBN HDR students
  - Recording milestone actions (IT Support Package; Travel Allowances; Milestone Top-up funding) and related student administration as required;
  - Maintain the Successful Science Writing (SSW) program component of AIBN’s research skills training program, including addition of new students to SSW and the generation of reports for advisors
- Assist with the organisation of the Three Minute Thesis (3MT) competition and the development of other AIBN HDR training initiatives (e.g. use of Turn-it-in for Confirmation reports) and professional development opportunities
- Represent the Institute at HDR recruitment events such as University Careers Fairs; UQ Open Day, Postgraduate Advice Night, and other promotional activities and events as required by HDR Manager or HDR Senior Administrator
- Assist in preparing accurate information and reports on AIBN’s HDR student activity

General Administration (15%)
- Assist with all aspects of administrative processes for the Institute’s occupational trainees and visiting research students, including liaising with prospective applicants, processing of applications, preparing offer letters and checking visa status.
- Provide relief for reception and general administration as required:
  - Provide general administrative support for the Institute including filing, photocopying, word processing, responding to queries and other general duties
Research Grants (5%)

- Provide administrative support to the Manager, Research Grants and Innovation:
  - Assist with the reporting of AIBN's research performance information to the University

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 HDR Manager. The position also receives direction from the HDR Senior Administrator and the Executive Assistant to the Director (Reception Manager).

SELECTION CRITERIA

Essential

- Completion of a diploma level qualification with relevant work experience; or an equivalent combination of relevant experience and education/training
- High level of computer proficiency, including competency with the Microsoft Office suite and intermediate to advanced knowledge and experience in using data reporting tools, with understanding and experience of statistical reporting of data
- Ability to perform a wide range of administrative activities with attention to detail including composing correspondence to explain policy, procedures or decisions/action taken and producing professionally presented documents
- Demonstrable experience in use of customer relationship management systems (CRM), preferably CareerHub and Checkbox, and a commitment to continuous improvement
- Excellent interpersonal skills including the ability to consult, coordinate, negotiate and work effectively and independently with a wide variety of stakeholders at all levels
- An empathy with and ability to communicate with students, including an awareness of cross-cultural differences
Demonstrable organisation and planning skills with the ability to prioritise own workload in a high pressure environment, work independently and proactively and meet deadlines with attention to detail

Proactive approach to work whilst demonstrating a high level of initiative and judgement

Ability to work both independently and within a flexible team environment, adapting and responding to changes quickly and positively.

Desirable

Knowledge of the University rules and administrative processes especially as they relate to postgraduate research and coursework programs and how they affect students and their academic progress

Knowledge of the Institute’s academic programs

Experience using the University’s administrative software packages: UQ Reportal (management reporting), SI-Net (student administration)

Knowledge of issues related to the student experience and employability within higher education nationally and internationally

Demonstrated experience in managing scholarship payments and financial reporting

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.