POSITION DESCRIPTION

Position Title: Administrative Officer – Coursework Studies
Organisation Unit: School of Information Technology & Electrical Engineering
Position Number: 1021182
Type of Employment: Full-Time, Continuing
Classification: HEW Level 5

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

School of Information Technology & Electrical Engineering

School of Information Technology and Electrical Engineering is at the leading-edge of information and communications technology and electrical engineering. With a reputation for teaching excellence and expert research, our students, graduates, teachers and researchers are revolutionising technology to solve the world's greatest challenges.

Now is an exciting time to join our community. We are increasing our investment in teaching, research and engagement to create an inspiring, diverse and flexible workplace. The direction is backed by a bold, new strategic vision to ensure the School is at the forefront of meaningful research outcomes and pedagogy across its core impact areas of health, data, automation and energy. By attracting the brightest minds and fostering a truly innovative and collaborative work environment, together, we can help build a society that is more connected, healthy and secure.

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

For more information about the School, please visit: www.itee.uq.edu.au.
DUTY STATEMENT

Primary Purpose of Position
To provide effective and efficient client focused administrative services to students, staff and co-workers in support of the teaching and learning activities of the school.

Duties
Duties and responsibilities include, but are not limited to:

- Provide efficient and effective administrative support to the School’s Coursework Studies Office.
- Act as secretary to School Committees and other student and staff meetings, including preparation of agendas and minutes, draft reports and submissions and take other action as required on behalf of the Chair.
- Maintain School records and other internal databases.
- Provide temporary coverage of the duties of other staff in the event of their absence.
- Coordinate the School’s participation in the UQ Winter Research and Summer Research Program.
- Coordinate the preparation of the examination papers process and assist with other activities associated with examinations and assessment (e.g. grade uploads);
- Coordinate the administration of ITEE Thesis Projects.
- Assist with coursework enrolments, deferred examination, extension and remark requests and general program management.
- Assist with organising events for the School’s coursework students.
- Liaise with International Admissions staff to coordinate timely assessment of international student applications referred to the School.
- Assist with maintaining the School’s internal and external websites.
- Answer complex enquires from staff, visitors and students.
- Assist with other duties as directed by your Supervisor.

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 of 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 Senior Administrative Officer – Coursework Studies. The School Manager supervises the Professional staff team.
SELECTION CRITERIA

**Essential**

- Undergraduate degree with at least two years administrative experience in an education institution or similar environment, or an equivalent combination of relevant experience and/or education/training with a commitment to and enthusiasm for the provision of excellent client service.
- Sound knowledge and understanding of the University's policies and procedures related to student and academic administration or previous relevant experience which demonstrates the capacity to rapidly acquire such knowledge and the ability to apply such policies and procedures.
- High level of interpersonal, written, and verbal communication skills including the ability to communicate effectively with a wide range of individuals including students, co-workers, and senior staff of the University.
- Proven ability to work effectively in a team environment and independently as well as the ability to organise and prioritise workload to meet regular and conflicting deadlines.
- Demonstrated strong analytical and literacy skills with a high degree of attention to detail and accuracy.
- Proven ability to identify problems and propose innovative solutions using initiative and sound judgement.

**Desirable**

- Experience working in an area of student or academic administration in a university or other educational provider.
- Demonstrated skills in the use of SI-net, the University’s student information system, and Business Objects, the University’s data warehousing system.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.