POSITION DESCRIPTION

Position Title: Administration Coordinator - Advancement
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: NEW
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 (60). 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 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 this will be a strategic focus going forward.

**Organisational Environment**

The Faculty of Engineering, Architecture and Information Technology (EAIT) comprises the Schools of Architecture, Civil Engineering, Chemical Engineering, Information Technology and Electrical Engineering, Mechanical and Mining Engineering, and the Advanced Water Management Centre. These units are internationally recognised and their teaching and research successes create a stimulating environment within which the Faculty staff work.

The Faculty is managed by the Executive Dean, who has direct responsibility for the physical, financial and human resources, academic matters relating to programs and students and a range of other areas such as the development of research, national and international marketing, and enhanced government, business, stakeholder engagement and community links.

Further information about the Faculty can be obtained from its web site at http://www.eait.uq.edu.au/.

Faculty Advancement activities include alumni and industry engagement, strategic event programming, intentional and regular communications and fundraising. Advancement at EAIT is in a growth phase, providing many exciting and outstanding opportunities for future success.

**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 high level administrative support to the Director of Advancement (DoA) and the Advancement team, Faculty of Engineering, Architecture and Information Technology.

Duties

Duties and responsibilities include, but are not limited to:

- Manage travels (locally, nationally and internationally) for the team, including conference registration, flights, visas, accommodation, hospitality, transfer arrangements, whilst ensuring adherence to the University travel procedures and Faculty requirements.
- Organise payment approval of invoices relevant to DoA and the Advancement team, and the payment by corporate credit card where necessary.
- Manage reconciliations of travel and all other expense receipts (cash passports/corporate credit card), including completion of hospitality approvals, hospitality calculators, statutory declarations, and travel diary records.
- Organise team meetings and appointments and strategic planning activities, including coordination of diaries, schedule of meetings, booking venues, arranging catering, drafting agendas, organizing papers, recording key discussion and follow ups.
- Provide general support to the team including responding to email/telephone/personal enquiries, and preparing papers/documents as required.
- Initiate action as appropriate, including referring matters to relevant staff members for action and/or advice and undertake follow-up action to ensure resolution of all matters.
- Manage and assist DoA and deputy directors with budget development and maintenance. Keep track of all expenses to ensure meeting the budget plan.
- Act as liaison between EAIT Advancement/DoA (when appropriate) with the Executive Dean of EAIT, Head of Schools and School staff, and ensure that requests from staff for matters requiring attention of the DoA are appropriately documented and actioned in a timely manner.
- Draft and/or proof correspondence for signatures for DoA and deputy directors as required.
- Develop and maintain efficient electronic and hard copy filing systems to ensure that correspondence, records and other paper works, etc., can be located in an appropriate, efficient and timely manner. Develop and update the Raisers Edge system as required.
- Compile highly confidential data from various sources to integrate into documents/reports as required. Assist in the maintenance of Raiser’s Edge by transcribing Reports of Contact/prospect call reports, updating data in Raiser’s Edge and other actions as appropriate.
- Support the Advancement team in stewardship and prospect management activities as required including correspondence with alumni, donor thank you letters, preparation of gift documentation, etc.
- Manage scheduling, budgeting, and other administrative support when required for the Advancement team.
- Assist with the organisation and hosting of events as required by the DoA.

**HR Related**
- Oversee and prepare timesheets.
- Coordinate the annual staff appraisal process, as well as other HR activities related, ensuring that appropriate documentation is completed and forwarded to HR in a timely manner.

**Working hours**
- The Administration Coordinator may be required to work after hours from time to time and may be required to work on weekends to support certain activities (e.g. Scholarships and Prizes and Celebration of Giving events).

**Other**
- Any other duties as reasonably directed by the DoA.
- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
  - 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 Director of Advancement (DoA).

The person will also work closely with and provide support to others including Deputy Director, Development and Industry; Deputy Director, Engagement and Philanthropy; Associate Director, Development, Stewardship Officer; and Senior Alumni and Engagement Officer.
SELECTION CRITERIA

**Essential**

- Completion of a degree without subsequent relevant work experience; or completion of a diploma qualification and at least two years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.

- Relevant experience in providing high level administrative support in a team environment and ensuring the effective coordination of activities.

- Excellent organisational, research and analytical skills.

- Demonstrated ability of finance & budget administration.

- Ability to interpret and apply policies and procedures.

- Demonstrated experience in developing, reviewing and managing business processes, and maintaining accurate records in a complex environment.

- Demonstrated experience working successfully with a range of stakeholders from a variety of cultural backgrounds.

- Experience in a tertiary environment is desirable.

- Broad knowledge of the University’s policies and procedures, including travel arrangement, expense reconciliation and payment approvals.

- Excellent interpersonal and communication skills (oral and written), including the ability to communicate and negotiate effectively, build relationships, handle sensitive information with sound judgment at all levels and from a variety of cultural backgrounds.

- An understanding and appreciation of the challenges associated with coordinating multiple internal stakeholders in a complex organisation is desirable.

- Proficiency in the use of a wide range of computer applications (particularly Microsoft Excel). Knowledge and use of databases or CRM systems. Experience using the Raiser’s Edge database and UniFi would be an advantage, although not essential.

- Must have a positive attitude and display emotional intelligence and maturity: commitment to contributing to a supportive, friendly and dynamic team environment, as well as encouraging and demonstrating collaboration to achieve results.

- Motivation to work autonomously with a willingness to exercise initiative.

- A strong client service ethos and a commitment to delivering work outcomes of a high quality.

- A flexible approach and ability to adapt to changing circumstances.

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.