POSITION DESCRIPTION

Position Title: Administration Officer (Academic Support)
Organisation Unit: Faculty of Engineering, Architecture and Information Technology
Position Number: NEW
Type of Employment: Full-Time, Fixed-Term for 12 Months
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) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty 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 Faculty 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 Faculty, please visit: www.eait.uq.edu.au

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

To provide advice and administrative support to the development and management of teaching and learning and academic administration within the Faculty of Engineering, Architecture and Information Technology.

Duties

Duties and responsibilities include, but are not limited to:

- Provide administrative support within the Faculty’s academic administration office to enhance the teaching and learning profile of the Faculty.
- In consultation with the Coordinator (Academic Support) develop a network of support for administrative staff in schools who work in the areas of academic administration, e.g. examinations, grade upload, grade amendments and remarks.
- Develop and maintain storage and retrieval systems (including the Faculty SharePoint site) for information relevant to faculty teaching and learning and academic administration initiatives.
- In consultation with the Coordinator (Academic Support) produce and create reports to provide assistance to the Associate Dean (Academic) and Schools to achieve strategic objectives and monitor performance.
- Provide support for orientation planning and organisation.
- Assist with the implementation of strategies and work practices which will improve the work flow, efficiency and effectiveness of the Faculty Academic Administration area.
- Assist with secretariat support to the Faculty’s Teaching and Learning Committees and Board of Studies as required.
- Coordinate the processes associated with Dean’s Commendation, Effective Teacher and UQ Medals.
- Liaise with academic and administrative staff in schools on a range of academic support tasks to ensure accuracy of information in program lists and update and maintain the course catalogue.
- Assist with the preparation of materials for reports and documents for a range of tasks in the academic support team.
- Assist with updating of Faculty and University publications and websites.
- Assist with the administration of the Faculty’s Program Boards and Teaching and Learning Committees projects including updating relevant databases with changes resulting from Board submissions.
- Assist the Associate Dean (Academic), and Coordinator (Academic Support) in other teaching and learning and/or administrative tasks as required.
- Assist with the processing of graduations and calculation of Honours classes each semester.
- Provide support to the Coordinator, International Administration including reporting and maintenance of forms and spreadsheets.
• Provide training in the use of SI-net and other University or Faculty systems to new staff within the Schools and Faculty.

• Design and maintain reports data for Faculty departments and Schools.

• Assist with surveillance reporting for all students in EAIT programs.

**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 Coordinator, Academic Support.
SELECTION CRITERIA

**Essential**

- A degree without relevant experience; or extensive experience in academic or student administration; or an equivalent combination of relevant experience and/or education/training.
- Excellent written communication skills and effective interpersonal and oral communication skills.
- Well-developed analytical skills (including interpreting complex guidelines and procedures) and excellent attention to detail.
- Demonstrated ability to prioritise tasks and meet deadlines.
- Demonstrated capacity to gain knowledge of higher education policies and procedures in relation to academic administration.
- Proficiency and practical understanding of administrative computer applications, especially with data on corporate systems with particular emphasis on SI-net and SharePoint.
- Ability to prepare reports using Business Objects with a high attention to detail.
- Experience in Committee Secretarial support.

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.