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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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.

POSITION DESCRIPTION

Position Title: Administrative Assistant – Undergraduate, Honours and Postgraduate Coursework
Organisation Unit: School of Chemistry and Molecular Biosciences
Position Number: 3003014
Type of Employment: Continuing
Classification: HEW Level 4
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://uniqest.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 School of Chemistry and Molecular Biosciences teaches and researches in the disciplines of Chemistry, Biochemistry & Molecular Biology, Biotechnology, Microbiology and Parasitology. The common thread in the School’s discipline mix is the capacity of molecular-based approaches to create understanding and to lead to discovery.

More information about the School is available at the School’s web site at http://www.scmb.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

This position provides administrative support to members of the School in relation to the Undergraduate, Honours and Postgraduate Coursework programs.

Duties

Duties and responsibilities include, but are not limited to:

Coursework Administration

- Assist in the administration and recording of both continuous assessment and examination results.
- Assist with clerical checking and formatting of examination papers.
- Processing of applications for a variety of student administration-related requests.
- Use of various IT systems including Microsoft Office (including Word, Excel, PowerPoint) and in-house systems (SI-net, Business Objects, iMark – for which training will be provided).
- Liaising with academic and administrative colleagues across the School/Faculty and University.
- Collection and distribution and return of student assignments.
- Assist with SCMB reception duties including in-person, telephone and email enquiries from current and prospective students, staff and members of the public, utilising resources and knowledge to provide a high-level of customer support.
- Provide administrative and clerical support to members of the School.
- Processing in-person, written and electronic inquiries in relation to SCMB courses and programs.
- General office duties including filing, maintaining stationery levels and photocopying.
- Assist with School administrative office workload overflow.
Biotechnology

- Provide administrative support to the SCMB Biotechnology programs.
- Assist with orientation sessions for commencing Biotechnology students (i.e. make room bookings, organise morning tea and prepare handouts and handbooks).
- General office duties including filing and photocopying.
- Provide administrative and clerical support for the Biotechnology programs.
- Add/create courses in iMark and Blackboard at the start of each semester.
- Complete marking forms and upload to iMark for Biotechnology courses.
- Assist in the upload of Biotechnology final grades (and other courses as directed) to SI-net.
- Arrange the annual Stradbroke Workshop for Biotechnology students.
- Update the Biotechnology graduate destinations record as required.
- Prepare Biotechnology research booklet and update when required.
- Any other duties as reasonably directed by your supervisor.

Other

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 Senior Administration Officer, Coursework Academic Administration.
SELECTION CRITERIA

**Essential**

- Post-secondary qualifications preferred, or an equivalent combination of education, relevant experience and training.
- Good organisational skills and the ability to provide efficient administrative support.
- Demonstrated competence in the use of Microsoft Office applications, particularly Word, Excel, and Outlook.
- Knowledge of University policies and procedures in the areas of research administration and undergraduate students, or the ability to rapidly acquire such knowledge.
- An understanding of scientific and medical terminology will be well regarded.
- Relevant experience in an administrative role.
- Experience with University applications, eg Business Objects, SI-net, the Online Content Management System and iMark, or the ability to rapidly acquire proficiency.
- Experience in a customer service environment will be well regarded.
- Ability to meet deadlines, follow tasks through to completion, prioritise competing work demands and work in an efficient and well organised manner under pressure.
- Demonstrated ability to take initiative and work independently and as part of a team.
- Ability to liaise effectively and relate well to a wide range of people.
- High level of accuracy and attention to detail.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au