POSITION DESCRIPTION

Position Title: Senior Administrative Officer (Higher Degree by Research)
Organisation Unit: School of Chemistry & Molecular Biosciences
Position Number: 3026502
Type of Employment: Full time, fixed term for 12 months
Classification: Hew Level 6

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 School of Chemistry and Molecular Biosciences (SCMB) combines the disciplines of Chemistry, Biochemistry & Molecular Biology, Microbiology and Parasitology into a single academic unit. The common thread in our discipline mix is the capacity of molecular-based approaches to create understanding and underpin Discovery. The School has modern research laboratories with state-of-the-art equipment and research infrastructure. The School includes over 50 academic staff, who are widely published internationally and have extensive research backgrounds.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/faculty-school.

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 position will work collaboratively with the School's Postgraduate Coordinator (PGC), Research Coordinator and academic staff to coordinate and improve the recruitment, admission, ongoing candidature requirements and final examination of SCMB Higher Degree by Research (HDR) students

Duties

Duties and responsibilities include, but are not limited to:

Recruitment and admission

- Provide advice and guidance to prospective students and advisors on the SCMB HDR program and on University rules, policies and procedures relating to HDR student administration.
- Coordinate the distribution of enquiries and expressions of interest about available research projects and advisors to relevant academic staff for consideration, based on disciplinary background and interest of prospective students.
- Manage the timely evaluation of applications for enrolment of prospective SCMB students, verifying, critically reviewing, and improving documents in consultation with prospective students and advisors.
- Where required, assist the research coordinator and other relevant staff to maintain an awareness of student recruitment markets
- Provide critical review and feedback to students and staff on documentation prior to being reviewed and signed by the PGC
Scholarships
- Coordinate the scholarships application process, including providing critical feedback to students and advisors on the quality and competitiveness of their application and facilitating further development of applications.
- Administer ongoing scholarships and associated reporting requirements.
- As directed, assist the coordinator in identifying scholarship opportunities and communicating these to relevant academic staff and prospective students.

Orientation
- Update HDR student guidebook.
- Organise HDR welcome events including inductions for commencing students
- Provide information on the support and resources available to SCMB HDR students.

Progression
- Provide advice to students and advisors on the HDR milestone process and associated performance expectations.
- Organise the confirmation of candidature process for HDR Students, including confirmation seminars; assist supervisors and panel chairs with documentation.
- Liaise with the Graduate School and PGC to coordinate and monitor student progress, milestones, thesis examination, graduation and career development/placements.
- Provide advice and administer changes to candidature including leave, withdrawal, changes to attendance, enrolment in additional courses.
- Manage school resources available to HDR students, including the SCMB Student Support Fund.

Committee support
- Provide administrative support to the PGC and the HDR Studies Committee.
- Act as secretary to the HDR Studies Committee and the Research Students Advisory Group.

Reporting
- Maintain student records including the SCMB HDR database.
- Provide statistical reports as required.

Administration
- Develop and send regular broadcast, group and individual emails to key staff and students about impending scholarship rounds, milestones and other activities in the HDR area
- Organise events as required, eg HDR Forums, 3MT competition, and assist with student-run events such as the Postgraduate Symposium.
- Maintain print and online information resources for HDR students, including Blackboard.
- Liaise with the Building Manager re allocating space to students
- Provide ongoing administrative support and guidance for students throughout their studies
- Liaise with the PGC and Research Coordinator to support HDR students encountering difficulties
- Undertake other tasks as directed by the Head of School or delegate, consistent with the classification level of the position within the Administrative Job Family.
**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, Research and Research Training.

**SELECTION CRITERIA**

**Essential**

1. An undergraduate degree with subsequent relevant experience in university student or research administration, or an equivalent combination of relevant experience and training.
2. Demonstrated ability to interpret and apply university policies & procedures relating to postgraduate student administration.
3. Proficiency with a wide range of computer applications in a tertiary education institution, including Microsoft suite, data retrieval and storage systems, and capacity to quickly learn School-specific applications.
4. Ability to take initiative, prioritise work to meet competing demands while maintaining attention to detail.
5. Excellent interpersonal skills including the ability maintain confidentiality.
6. Excellent organisational and problem-solving skills with ability to work autonomously.
7. Demonstrated capacity to adapt to changes in the work environment and to work cooperatively towards organisational goals.

**Desirable**

1. Experience working in higher degree by research student administration will well regarded.

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.