POSITION DESCRIPTION

Position Title: Administration Assistant
Organisation Unit: ICTE-UQ
Position Number: 3040033
Type of Employment: Fixed-term, 12 months
Classification: HEW 3

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. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.

Organisational Environment

The Institute of Continuing & TESOL Education (ICTE-UQ) is a highly recognised and acknowledged provider of TESOL, Continuing Education and International Development projects and programs both in international and national contexts. ICTE-UQ activity includes the delivery of a wide range of English pathway programs, teacher training and international continuing education programs to more than 6500 international students, teachers, professionals, business personnel and visitors from over 105 countries annually. The Institute’s international development activity is extensive with delivery of more than 500 projects and programs in 80 developing countries throughout the Pacific, South-East Asia, the Indian sub-continent, and Africa. The Institute is involved in online training delivery and offshore training provision across the Institute’s extensive network of government, institutional and corporate partners. Project, course and program delivery is also supported by the provision of test administration, including the IELTS test, and extensive client and student support services.

The Institute is one of three divisions reporting directly to the UQ Deputy Vice-Chancellor (External Engagement) and works in close collaboration with the UQ International Marketing, Recruitment & Admissions (IMR) and UQ Global Engagement (GE) divisions in contributing to the fulfilment of the University's globalization, internationalisation and continuing education objectives in learning, discovery and engagement.

Information about the Institute may be accessed on the Institute's website at www.icte.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 assistance to ICTE-UQ Student Administration through efficient and accurate data entry relating to student admissions. The Administration Assistant ensures that all processing and data entry activity performed follows business processes and standard operating procedures and meets high standards of service quality, timeliness and accuracy.

Key duties

Key duties include, but are not limited to:

- Record confirmation of all student groups’ and UQ package students’ fees payments in ICTE-UQ Student Management System (SMS);
- Cross-check all ICTE-UQ agent commission invoices against details in SMS;
- Liaise with agents to resolve discrepancies in commission invoices;
- Coordinate daily banking of income;
- Prepare refund documentation for approval by University Central Finance;
- Create invoice requests for sponsored students;
- Communicate with students regarding outstanding tuition fees payments;

Administration Assistant – November 2017
• Check for accuracy and process weekly payments for ICTE-UQ Homestay service providers;
• Issue cab charge vouchers and maintain record of usage.
• Provide administrative assistance as directed.
• Ensure record-keeping and archiving is maintained in line with University and external compliance requirements.

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 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;
• In accordance with ICTE-UQ policy, administrative staff positions are required to wear an ICTE-UQ uniform;
• Staff will be required to work 7.15 hours per day in shifts between the hours of 8:00 am and 6:00 pm and may be required to work extra hours on occasion;
• All staff are expected to treat students and participants, including young learners, with respect and understanding and addressing their concerns at all times and must be familiar with ICTE-UQ’s child and youth policies which support the safety and wellbeing of children and young people in our care

Organisational Relationships

The position reports to the Manager Admissions.

SELECTION CRITERIA

Essential

• Completion of a Cert III in Business Administration; or an equivalent combination of relevant experience and/or education/training.
• Proficiency in a range of software programs.
• Ability to maintain accuracy and to work under pressure.
• Effective communication skills
• Commitment to professionalism, with a strong work ethic and ability to work cooperatively as a team member
• Flexible approach to work requirements and willingness to learn and adopt new skills
Desirable

- Experience working in the international education sector

The University of Queensland values diversity and social inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

This role is a full-time position.