POSITION DESCRIPTION

Position Title: Executive Assistant
Organisation Unit: UQ International
Position Number: 3002135
Type of Employment: Full-time, Fixed term
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 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.
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 $11 billion+ (see http://uniquest.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

UQ’s Global Strategy is embedded in the UQ Strategic Plan across discovery, engagement and learning. Our successful global profile is the result of forging strategic partnerships with people and organisations across industry, government, sponsorship, philanthropy, alumni, higher education and research. In support of the University’s Global Strategy, the major functions of UQ International Marketing, Recruitment and Admissions are:

- Identification and development of strategic international initiatives
- International marketing and promotion, including student recruitment
- International Admissions

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 coordinate the office, appointment setting, supplying correspondence, possess excellent verbal and written communication skills and have a high attention to detail with a strong commitment to supporting UQ’s International strategy.

Duties

Duties and responsibilities include, but are not limited to:

- Substantial experience as an Executive Assistant in similar organisation with an excellent ability to multi-task, prioritise competing priorities with strong attention to detail
- Confident in providing high–level executive support and administrative assistance, exercising discretion and initiative
- Strong diary management capability skilled in the use of Microsoft office suite
- Competent in the coordination and planning of senior meetings, including preparation of minutes and drafting of formal correspondence
- UQ Corporate Card Reconciliation for the Manager.
- Provide administration support to the Director.
- Processing of accounts payable, accounts receivable, purchase orders, journals and requisitions.
- Prepare advance/acquittals for travel and other reimbursements.
- Provide communications to staff from the Director’s Office.
- Assist the Director with budget monitoring, track and report activities as required
- Perform other duties as requested by the Director.
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 directly to the Director, International Marketing, Recruitment and Admissions.
SELECTION CRITERIA

Essential

- Degree level qualifications or an equivalent combination of relevant experience and/or education/training.
- Highly developed organisational skills, with attention to detail.
- Ability to prioritise tasks and meet deadlines in a busy environment.
- Very high level of computer competency, including Microsoft Outlook, Word, Excel, advanced searches and internet applications.
- Excellent oral and written communication skills, including the ability to interact effectively with people from diverse cultural backgrounds.
- Demonstrated commitment to customer service.
- Ability to maintain confidentiality and privacy.
- Ability to work autonomously and effectively as a team member.
- Ability to identify and exercise priorities with minimal supervision.

Desirable

- Experience in a similar position.
- Broad knowledge of The University of Queensland policies and procedures.

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