POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: School of Education
Position Number: 3001861
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 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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 Humanities and Social Sciences (HASS) is a large comprehensive Faculty with a broad academic profile and substantial research achievements. The Faculty Office is based at the St Lucia campus in the iconic Forgan Smith building adjacent to the Great Court of the University. The Executive Dean of the Faculty is Professor Heather Zwicker.

The Faculty comprises seven Schools (Communication & Arts; Education; Historical & Philosophical Inquiry; Languages & Cultures; Music; Political Science & International Studies; Social Science), two research Institutes (Institute for Social Science Research; Institute for Advanced Studies in the Humanities), two museums (Anthropology Museum and the RD Milns Antiquities Museum), a new Faculty Centre for Policy Futures, and several school-based research centres. The Faculty is also host to the Institute for Modern Languages and the Confucius Institute. The Faculty offers a broad range of programs to a large cohort of international and domestic students, with 850 research higher degree students, approximately 1,500 students in postgraduate coursework degrees and close to 8,000 undergraduates.

There are over 300 academic staff across the Faculty, making it one of the largest in Australia. One indicator of the Faculty’s standing in the disciplines that we research is membership in the learned academies, where UQ can proudly claim 33 members of the Australian Academy of the Humanities and 50 members of the Academy of Social Sciences in Australia.

Teaching in the Faculty is underpinned by substantial research performance and several specialized fields of research were judged at the highest level (5 ranking) in the 2015 Excellence in Research Australia (ERA) round. These fields include Specialist Studies in Education; Political Science; Cultural Studies; Literary Studies; History and Philosophy of Specific Fields. Overall, HASS returned outputs to 21 disciplinary field codes, where 90% were rated above (4 ranking) or well above world standard (5 ranking). This is indicative of high quality and capacity in research.

These research achievements internationally are reflected in the 2017 Leiden rankings (based on impact, not reputation), where the Humanities and Social Sciences at UQ ranks 16th in the world on the quantum of publications in ranked journals, placing us first in Australia and in the Oceania region (for the full data-set see http://www.leidenranking.com).

The quality of our overall Faculty’s performance is also evident in the QS World University Rankings for 2017 which places Social Sciences/Management at UQ at 39th in the world, and Humanities at 50th in the world. This data can be accessed at: http://www.topuniversities.com/faculty-rankings.

More information about the Faculty can be accessed at http://www.hass.uq.edu.au/.

The School of Education is consistently ranked as one of Australia’s leading research and teaching institutions in the field of education. It has a strong commitment to addressing
issues of education and equity in the context of rapid social, economic and cultural change. The School’s education programs and research agendas have focused on driving state and national educational innovation and reform.

The School currently offers the following teacher preparation programs: one four-year Bachelor of Education (Primary Years), a range of Bachelor of Education (Secondary) Dual Degrees, a Master of Teaching (Primary) and a Master of Teaching (Secondary). It also offers professional development opportunities via its suite of postgraduate coursework programs, and has a vibrant postgraduate research community.

The School’s staff are internationally cited and recognised for outstanding work in such fields as sociology and policy studies in education, educational psychology and learning sciences, inclusive education, literacy and numeracy, pedagogy and school reform and leadership.

Further information and details of the research interests of academic staff may be accessed on the school’s web site at https://education.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**

The primary role of this position is the provision of administrative support to the School of Education’s postgraduate coursework programs. This includes support and advice to the Program Director and Course Coordinators, as well as support and advice to students regarding the postgraduate coursework programs. The position also provides support across all programs and activities of the School.

**Duties**

Duties and responsibilities include, but are not limited to:

**Student Advising/Student Administration**

- Assist the Senior Administration Officer to coordinate domestic applications for postgraduate programs ensuring timely processing applications and assessment of entry eligibility, issuing offers and acceptances including liaison with the School’s Director of Programs
- Assist the Senior Administration Officer to coordinate post graduate coursework orientation events each semester
- Liaise with HASS Faculty to assure efficient processing of international student applications
- Assist the Senior Administration Officer to coordinate the School’s OH&S compliance of practicum placements for all postgraduate students, including maintenance of records relating to blue cards, risk assessments and organisational placement deeds.
- Attend and participate at postgraduate information and recruitment events including TSXPO, Open day and orientation.

**Program and Course Administration**
• Provide support and advice to the Program Director, Projects and Course Coordinators on all matters relating to the postgraduate programs and courses.

• Monitor year-long enrolments each semester using Reportal information and coordinate follow-up of any incorrect enrolments. Assist with postgraduate timetabling, room bookings and equipment bookings.

• Assist the Senior Admin Officer with the upload of students grades each semester.

• Develop, update and implement procedures in relation to the administration of the postgraduate programs.

• Assist with the preparation and submission of necessary documentation relating to postgraduate coursework to the School of Education’s Teaching and Learning Committee, for approval.

• Assist in the preparation of documentation to the Board of Studies for approval and assist with the accreditation process of postgraduate coursework courses and programs.

• 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 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 Senior Administration Officer.

SELECTION CRITERIA

Essential

• Completion of an undergraduate degree; or completion of a diploma qualification and at least two (2) years subsequent relevant work experience in an administrative role within a large organisation; or an equivalent combination of relevant experience and/or education/training.

• Hold, or be eligible to hold, a valid Queensland Government BlueCard

• Demonstrated planning, organisational and problem-solving abilities.

• Demonstrated high level computer skills, including Microsoft suite of programs (Access, Word, Excel, PowerPoint, Outlook), and University administrative systems (Syllabus Plus, Blackboard, SAP Business Objects, Si- net, InPlace).
・ Demonstrated knowledge and ability to provide advice in the areas of student and academic administration, and the requirements for dual degree and postgraduate coursework programs. Demonstrated ability to produce work with a high level of accuracy and attention to detail.

・ Demonstrated ability to work independently with minimal supervision as well as collaboratively in a team to meet the organisation's and unit's goals.

・ Demonstrated excellent interpersonal and verbal communication skills with a range of University stakeholders.

・ Demonstrated high-level written communication skills.

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 fixed-term position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to (recruitment@uq.edu.au).