POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: Academic Services Division
Position Number: 1265050
2 positions available
Type of Employment: Continuing, Full Time
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 Academic Services Division’s mission is to provide expert information, direction and professional service to support the University’s student and academic activities.

Sections within ASD include:

Office of the Academic Registrar – The Academic Services Division (ASD) led by the Academic Registrar, has responsibility for the functions of Academic Policy and Programs; Admissions; Examinations; Student Centres; Student Complaints and Grievance Resolution; Student Fees and Scholarships; Student Progression and Teaching Space Management.

Academic Policy and Programs - provides administrative support for teaching and learning activities through a range of services that support academic decision-making processes, information provision and dissemination.

Admissions – administer the University’s Admission policies for the admission of undergraduate applicants through the Queensland Tertiary Admissions Centre (QTAC), respond to prospective student enquiries concerning University programs, admissions requirements etc. and are involved in the production of the QTAC Guide and Entry Options;

Examinations – manage all aspects of the centrally coordinated examinations process and contribute to the development of assessment policy;

Student Centres - Student Centres are located on the St Lucia, Gatton and Herston campuses and provide advice on student enquiries across a broad range of University activities;

Student Complaints and Grievance Resolution – provides coordination and support for the University’s grievance, appeal and misconduct processes;

Student Fees and Scholarships – provides a centralised student fee and scholarship service, including administration of approved student fees and the University’s Senate approved financial awards (scholarships, bursaries and prizes) and provision of student fees and scholarships advice to clients and for policies, systems and publications;

Student Progression – coordinate conferrals and graduation ceremonies; manage the process for academically at-risk students in accordance with the Academic Progression procedures; provide advice and support for student enrolment;

Teaching Space Management – provides administrative support for the effective management of centrally controlled teaching facilities and coordinates the production and publication of the class timetable.
Information for Prospective Staff

Information about the Division and the Directorate may be accessed on the ASD web site at https://teaching-learning.uq.edu.au/about/academic-services-division.

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to provide high quality client focused administrative services to support the University’s academic activities in a busy centralised service area.

Duties

Duties and responsibilities may include, but are not limited to:

Administration

• Provision of information and advice on a range of administrative matters to stakeholders, including students, prospective students, staff, other units of the University and the general public by telephone, face-to-face, email and online enquiries.

• Processing requests, documentation and communication relating to academic services. This may include, admission, enrolment, timetabling, policy and program administration, payment of fees and charges, scholarships, academic progression, student grievances and complaints, assessment, honours and awards, and graduation.

• Assist with processes for reviewing and managing the accuracy of information in relevant University databases, websites and publications.

• Provision of information and recommendations to decision makers in relation to student and academic matters in accordance with University rules, policies, procedures and relevant legislation.

• Assist with the development and implementation of standard operating procedures and related training to support the administration of academic services at the University.

• Liaise with staff in Schools, Faculties and other organisational units, and external stakeholders, on specific student and academic matters.

• Assist with planning and participate in events such as Open Days and Orientation as required.

• Assist with internal, government and regulatory reporting, student enrolment surveillance, quality assurance and risk management processes as required.

• Undertake a range of office and administrative duties such as ordering stationery; raise requisitions; receipting of goods; organise travel arrangements; reconcile credit card transactions for staff within the Division; generate staff appointment documentation and assist with staff recruitment activities.

• Assist with the overall efficiency of the Division by providing advice, support, and backup to other members of the team, including diary and email management, organising events and general administrative support within the Division.

• Provide secretariat support to Academic Board committees and working groups as required.
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

Placement of this position may be in any section across ASD. The position reports to the manager of the relevant section, with day to day supervision and training provided by team leaders.
SELECTION CRITERIA

**Essential**

- Qualifications: a Bachelor degree; or completion of an Advanced Diploma qualification and at least two years subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.

- Strong organisational skills, and demonstrated ability to prioritise own workload, meet deadlines and work with a high level of accuracy and attention to detail and in accordance with policies and procedures.

- Demonstrated oral and written communication skills and digital literacy skills.

- Well-developed interpersonal skills, including the ability to communicate effectively, handle sensitive and confidential matters, negotiate effective outcomes and work effectively as a member of a team, or an ability to rapidly acquire such knowledge.

- High level of computer proficiency (competency at intermediate level at least) with software packages such as Microsoft Office (particularly Microsoft Excel and Word) and database systems.

- A strong orientation to the provision of a high level of customer service in a high-volume environment.

- Well-developed analytical, conceptual and problem solving skills

- Demonstrated initiative, agility and openness to change.

- Ability to understand and apply a range of rules, policies and processes with regard to the regulatory and legislative context.

**Desirable**

- Relevant experience in student administration in a higher education institution or similar environment.

- Sound understanding of University rules, policies and procedures and experience with using enterprise systems.

*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 for further information and points of contact if you require additional support.*

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