POSITION DESCRIPTION

Position Title: Academic Administrator
Organisation Unit: School of Historical & Philosophical Inquiry
Position Number: 3023242
Type of Employment: Full-time, Continuing
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 (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 Historical and Philosophical Inquiry (HPI) is an engaged, intellectually rich and inclusive teaching, research, and learning environment. We aspire to be a place where academic, student, professional and public communities connect, thrive and create positive
change. Through our disciplines of History, Philosophy, Classics and Ancient History, and Studies in Religion, we seek to inspire, understand, make and impart knowledge, and create ideas to shape our future.

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](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to manage and coordinate efficient administrative services, systems and processes in support of teaching and learning within the School. The position is the principal source of administrative support and advice - regarding student and academic administration matters - to the School Executive, Discipline Convenors and academic staff. The role also provides high quality advice to current and prospective students of the school.

Duties

Duties and responsibilities include, but are not limited to:

Student and Academic Administration

- Ensure accurate and timely course and program information is provided to current and prospective students, staff and the wider community, through a range of verbal and written media, including through the School’s website.
- Oversee access to, and provide support with, IT services and platforms as they relate to Teaching and Learning, including mySi-net, Blackboard, and the Electronic Course Profile.
- Responsibility for the School's teaching timetable, ensuring accurate and timely timetable submission in liaison with Teaching Space Management.
- Compile submissions to relevant Board of Studies for course and program proposals.
- Collaborate with, and provide advice to, the School Manager, Head of School, Director of Teaching and Learning, and other senior staff ensuring School compliance with relevant University policies and procedures.
- Act as Secretary of the Teaching and Learning (T&L) Committee, including preparation of agendas and minutes, drafting of reports and submissions and taking other action as required on behalf of the Chair.
- Compile statistical data to inform strategic planning with regard to Teaching and Learning.
- Develop and support the School’s student placements and work integrated learning initiatives.
- Facilitate enrolments in the School’s restricted entry courses.
- Coordinate and administer the School's prizes and coursework scholarships.
- Administer SECaTS and SETutor processes.
• Coordinate and administer the School’s summer and winter research scholarship program.

• Provide back-up administrative support for the School’s coursework assessment, including examinations, extensions, assessment remarks and grade processing.

• Provide support for School based student events, such as orientation.

• Coordinate and manage the School’s response to student grievance, and student misconduct, in accordance with University policies and procedures in consultation with senior staff and the School’s Integrity Officer.

• Other duties as required by the School Manager and Head of School.

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 School Manager.
SELECTION CRITERIA

Essential

- A degree with subsequent experience, or an equivalent combination of relevant experience and/or education/training. Applicants must have at least 2 years previous experience in an educational institution or other large organisation.

- Excellent interpersonal, written and oral communication skills, including the ability to build and maintain positive relationships with a wide variety of people internal and external to the School.

- A comprehensive knowledge of the requirements of student and academic administration, policy and processes, including admissions, enrolments, examinations, timetabling, and university degree programs, or the ability to rapidly acquire such knowledge.

- Experience providing evidence based advice and reporting to senior staff, stakeholders, or committees, to inform strategic directions within a policy framework.

- Demonstrated high level organisational and management skills, including the ability to meet deadlines under pressure to a high standard.

- Proficiency in software packages supporting teaching and learning, such as SI-net, Blackboard, Syllabus Plus, Drupal and Business Objects, or the ability to rapidly acquire relevant knowledge.

- Demonstrated experience managing responses to complex issues including complaints and grievances, and allegations of academic misconduct, with sensitivity and confidentiality.

- Demonstrated commitment to provide a high level of professional service to students and staff and deal with difficult requests appropriately.

Desirable

- Demonstrated experience coordinating and implementing student placements, or work integrated learning activities.

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.

Accessibility requirements and/or adjustments can be directed to hr@hass.uq.edu.au