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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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.

POSITION DESCRIPTION

Position Title: Student Administration Officer
Organisation Unit: School of Earth and Environmental Sciences
Position Number: 3024130
Type of Employment: Full time, Fixed-Term
Classification: Hew Level 5
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://uniques.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

The School of Earth and Environmental Sciences is a vibrant, multidisciplinary School with extensive teaching and research programs covering the fields of Geology, Geography, Environmental Management, Occupational Health and Safety Science and Planning. The School offers a wide range of undergraduate programs including Bachelor’s degrees in Arts (Geography) and Science (Geological and Geographical Science), a Bachelor of Environmental Management and Environmental Science, a Bachelor of Occupational Health and Safety Science, and a Bachelor of Regional and Town Planning. Honours in Geology, Geography, Geographical Science, Geophysics, and Computational Earth Sciences. Coursework masters degrees are offered in Mineral Resources, Environmental Management, Occupational Health and Safety Science, Geographic Information Science, and Urban and Regional Planning and the School also contributes to the multi-school Master of Development Practice. The School offers postgraduate training in research via the Master of Philosophy and Doctor of Philosophy and currently has over 150 students enrolled in these degrees. The School has a strong research profile and enjoys an excellent success rate in nationally competitive grants and has a strong record of high quality publications.

Staff and Resources

The School of Earth and Environmental Sciences is part of the Faculty of Science and is located on the St Lucia campus (Brisbane) of the University. The School has 104 academic staff, and 23 administrative and technical staff. There is a large contingent of research appointments and the School has been active in establishing a range of adjunct positions in order to promote engagement with leaders in government and the professions.

The School hosts world-class facilities which include a state-of-art planning studio, GIS computer laboratories and extensive analytical infrastructure. Our facilities include high-end sample preparation facilities and a laboratory complex that includes radiogenic and stable isotopes, major and trace element geochemistry, noble gas geochemistry and geochronology, coal petrology and organic geochemistry, geomicrobiology and fluid inclusion facilities. Its Centre for Geoscience Computing conducts research on the mechanics and physics of solid earth processes, on all scales, using supercomputer simulation. Advanced computational technologies and simulation software development are applied to a wide range of industrial and environmental fields and provide a driver for innovation in the general area of simulation-assisted design, specifically in the sustainable energy, earth resources, mass mining and geotechnical sectors. Further information and details of the research interests of academic staff may be accessed on the school’s web site at http://www.sees.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

This position provides primary support for the School’s student and academic administration matters and is responsible for providing advice and ensuring the efficient operation of the School’s activities in this area. The position provides high-level support and advice to the Academic and Student Administration Manager and program and course coordinators on student and academic administration issues in the School.

Duties

Duties and responsibilities include, but are not limited to:

Student Administration

- Provide administrative support across the portfolio of coursework student administration, including enquiries, enrolment, assessment, class timetabling, tracking student process and reporting.
- Provide professional and accurate advice to staff and students regarding University, Faculty and School requirements and guidelines, and the associated rules, policies and procedures.
- Provide efficient and effective administrative assistance and support with undergraduate, honours and postgraduate coursework programs and coordinators.
- Respond to enquiries from staff, visitors and students and provide advice and guidance on matters relating to School programs and courses.
- Coordinate submission of the School’s examinations and semester class timetable requirements and sign-on each semester, in consultation with the course coordinators and central timetabling.
- Support various student application processes including postgraduate coursework programs, deferred and supplementary examinations, requests for extensions of assessment due dates etc.

Fieldtrip Administration

- Monitor the payment of fieldtrip fees by students.
- Collect and distribute relevant student information for fieldtrips.
- Coordinate briefing sessions and EOI process for fieldtrips and field-courses.
- Support the Field work officer in field trip logistics and bookings.

Academic Administration

- Assist as required with the preparation of examination papers and other activities associated with examinations and assessment (e.g. grade uploads).
- Liaise with staff in Science and other Faculties (as necessary) on matters concerning academic administration.
- Process remarks and grade changes, liaising with Faculties as required regarding assessment issues and various other Faculty oriented tasks.
- Coordinate the process associated with Central and School-based Prizes and Scholarships, and Summer and Winter Research Projects and scholarships.
- Provide support for the preparation, review and publication of electronic course profiles (ECPs).
- Coordinate Student Misconduct process within the School, liaising with the Academic Integrity Officer and managing the cases. Provide secretarial support to the School’s Teaching and Learning Committee, including the preparation of agendas and minutes of meetings.
- Assist with the processing of examination results for undergraduate and postgraduate courses offered by the School.
- Monitor iMark, maintain courses, manage results and oversee uploading of grades at end of each semester.
- Assist with the calculation of Honours results and submission of recommendations of award of honours to the relevant faculty.
- Monitor and update all sources of program information (undergraduate, postgraduate and honours) including websites, brochures and booklets.
- Manage the appointment and induction of casual teaching assistants, and associated activities in the Casual Academic Hire Payment system.
- Participate as a member of the professional team in meeting the needs of the School.
- Other duties from time to time as required by the Academic and Student Administration Manager and the School Manager.

**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 Academic and Student Administration Manager.

**SELECTION CRITERIA**

**Essential**

- A degree or advanced diploma in a relevant area with at least two years’ relevant experience; or an equivalent combination of relevant experience and education/training
- Demonstrated commitment to and enthusiasm for the provision of excellent client service;
- Proven ability to interpret and apply a range of rules, policies and procedures;
- Demonstrated high level interpersonal, written and verbal communication skills;
- Demonstrated ability to work well both independently and in a team to prioritise workloads and meet deadlines; and
- Excellent problem-solving skills and an ability to demonstrate initiative and good judgement.
Desirable

- Relevant experience in student and/or academic administration in a higher education institution or similar environment

The University of Queensland values diversity and inclusion.

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

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.