POSITION DESCRIPTION

Position Title: Administrative Officer – Postgraduate Coursework
Organisation Unit: School of Nursing, Midwifery and Social Work
Position Number: 3018474
Type of Employment: Full time, continuing
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 (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was 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 $11 billion+ (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.

The Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:
- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for Business and Economics of Health (CBEH)
- UQ Poche Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at: http://habs.uq.edu.au/.

School of Nursing, Midwifery and Social Work

The School of Nursing, Midwifery and Social Work established in 2015, is a new School that has been created as a result of the merging of the School of Nursing and Midwifery and the School of Social Work and Human Services. The School is a leader in the study of nursing, midwifery, social work and counselling, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School is committed to conducting academic, research and community partnership programs that are recognised for their excellence in contributing to health and well-being in the community. The School is responsible for the Bachelor of Social Work, Bachelor of Nursing, Bachelor of Midwifery, Bachelor of Nursing/Bachelor of Midwifery dual degree, Master of Nursing Studies, Master of Social Work Studies, Master of Counselling, Master of Advanced Nursing, Master of Mental Health Nursing and the Master of Nurse Practitioner. The School's academic undergraduate and graduate-entry programs feature an innovative model of nursing and midwifery education delivered within clinical schools at teaching hospitals within Queensland Health and the private health sector.

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 role of Administrative Officer – Postgraduate Coursework is to provide efficient and client focused administrative services to students, staff and co-workers in support of the teaching and learning activities of the school. The position will have a key focus on the school’s postgraduate programs in nursing, social work and counselling, but will also be expected to cross skill and support undergraduate programs where necessary.

Duties

Duties and responsibilities include, but are not limited to:

Student and Academic Administration
- Provide administrative guidance and initial advice for prospective and current postgraduate coursework students.
- Process student applications through the OLA system.
- Assist postgraduate course coordinators, including honours course coordinators, with set-up and maintenance of class sign-on generation of class lists and bulk emailing of student announcements.
- Maintain in Si-net for coursework programs, courses and students:
  - Applications and admissions.
  - Academic credit.
  - Assist Senior Administrative Officer (Academic) with final grade upload, enrolment, graduation comments (recording decisions and actions taken for individual students), and proof reading and uploading exams.
- Organise clinical mentor kits and clinical agreement correspondence for the Master of Nurse Practitioner Studies program.
- Provide student administrative support to the undergraduate programs as required.

Marketing Activities
- Undertake various representative and promotional tasks requiring interaction with stakeholders and clients, designed to raise the profile of the School and its programs including TSXPO, UQ Open Day and Orientation Week.
- Ensure that all information relating to Postgraduate Coursework programs and courses on the School and University wide web sites and printed resources are accurate and up to date (including information for the programs and courses database).
- Act as secretariat for the School's Postgraduate disciplines, and Marketing committee.
Office Administration
- Provide academic administrative support to the Leads of programs.
- Maintain electronic student files.
- Undertake cross-skilling with other team members.
- Refer correspondence or enquiries, for action or advice, to relevant staff members on behalf of the Program Leads to seek timely follow up or resolution of issues 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
The position reports to the Student and Academic Administration Manager in the School of Nursing, Midwifery and Social Work.

SELECTION CRITERIA

Essential
- Completion of an undergraduate degree; or an equivalent combination of relevant experience and/or education/training.
- Exposure to student administration, teaching and learning activities or other similar context.
- High level computer skills, including word processing, data storage and retrieval, University administrative systems (Business Objects, Si-net) for the accurate collection, detailed analysis and reporting of information or ability to rapidly acquire this knowledge.
- High level of attention to detail and accuracy in written work.
- Excellent organisational and time management skills and ability to meet deadlines.
• Initiative, flexibility and willingness to work across a range of activities.

**Desirable**
• Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email and in person.
• Ability to work collaboratively with colleagues.
• Experience in dealing with people at all levels of an organisation.

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 position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.