POSITION DESCRIPTION

Position Title: Assessment, Examinations & Misconducts Coordinator
Organisation Unit: UQ Business School
Position Number: 3002044
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

UQ Business School is independently ranked as one of the top business schools in Australia and among the leading institutions worldwide. Our mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society.

Based at the St Lucia campus as part of the Faculty of Business, Economics and Law, the School brings together 10,000 students and 130 subject experts.

UQ Business School also has a presence at UQ Brisbane City, the University’s newest site in the heart of the Brisbane CBD. At UQ Brisbane City, students and professionals from the School’s Master of Business Administration (MBA) program and Executive Education courses are taught in smart, functional and flexible learning facilities.

The School offers a wide range of degree programs. Our eight main areas of academic strength are represented by discipline clusters – accounting, business information systems, finance, international business, management, marketing, strategy and entrepreneurship, and tourism.

UQ Business School is renowned for its cutting-edge research, outstanding academic staff, depth of educational programs and close links with leading global organisations. The School also carries AACSB International and EQUIS accreditation – the first school in Australia to receive this prestigious accreditation across its full range of programs.

To learn more about UQ Business School, please visit https://www.business.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

To provide coordination of the examination and assessment administration activities for the School and to support the Head or delegate in regard to disciplinary matters for students.

Key Responsibilities

1. Coordinate, plan and schedule examination and assessment activities, including mid-semester, end of semester, deferred/supplementary exams, deferred exam requests and exam viewings in accordance with UQ and School policies and procedures.

2. Liaise with and provide advice to the Head of School and other staff to resolve issues across examination and assessment activities, student integrity and misconduct, and ensure compliance with UQ policy and procedures.
3. Provide accurate and timely advice to students, academics and administrative staff with regard to policies and procedures for assessment, examinations and results/grades, and ensure a high level of accuracy, consistency and transparency across courses.

4. Develop process improvements to provide efficiencies and improve accuracy across the School’s examination and assessment procedures, including Excel spreadsheet management and academic staff induction.

5. Write and maintain internal examination and assessment procedures and act as a tutor/mentor for academic staff to ensure compliance of policies and procedures.

6. Develop reports for statistical analysis to inform the Head of examination and assessment activity across semesters.

7. Liaise with relevant stakeholders to administer and finalise processes for assessment remarks and change of grades in accordance with policies and procedures.

8. Assume responsibility for ensuring ECPs adhere to UQ and School policies for examination and assessments items and reflect accurate details.

9. Under the direction of the Head, investigate and provide advice on complaints and issues related to assessment and examinations, as well as manage the process for misconducts, plagiarism and exam breaches.

10. Provide advice on the development of the School’s Assessment Policy in relation to UQ policy and procedures, and School initiatives in teaching and learning.

11. In collaboration with the School Integrity Officer, coordinate the processing and finalisation of all documentation required for the School’s reviews of exam results, appeals against academic rulings, student appeals and exclusion and probation in accordance with UQ policy and procedures.

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 Administration Manager and has one direct reports.
SELECTION CRITERIA

1. An undergraduate degree in Business or related discipline with subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training.

2. Demonstrated experience in exams administration in a university environment.

3. Demonstrated in-depth knowledge of the University’s policies and procedures, particularly in relation to assessment, examination and misconduct matters.

4. Demonstrated high level of written and verbal communication skills, including ability to communicate problems and solutions with stakeholders at varying levels.

5. High level of computer skills, particularly with MS Office (Excel, Word and Outlook) and database and web browser applications.

6. High level of problem-solving skills and ability to provide advice and solutions that conform to relevant policies and procedures.

7. Demonstrated experience in managing multiple priorities under time-critical situations, including ability to delegate tasks and oversee work of others.

8. Demonstrated strong orientation to the provision of a high level of customer service.

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 hr@bel.uq.edu.au