POSITION DESCRIPTION

Position Title: Administration Officer, Centre for Western Civilisation
Organisation Unit: Faculty of Humanities and Social Sciences
Position Number: New
Type of Employment: Full time, Fixed-Term for 5 years
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 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 Faculty of Humanities and Social Sciences (HASS) is a large, multi-disciplinary Faculty with a broad academic profile, substantial research achievements and a commitment to public engagement. The Faculty is based at the St Lucia campus in the iconic Forgan Smith building, at the heart of the University - The Great Court.

HASS has entered an era of regenerative leadership. Executive Dean Professor Heather Zwicker joined UQ in spring 2018, and brings a fresh vision of interdisciplinary collaboration, public accountability and commitment to the student experience. Many Heads of School are also new to their roles and eager to ensure that HASS continues to be a powerhouse for disciplinary and interdisciplinary research across our Schools, Institutes and Centres, as well as boasting exciting, responsive teaching in a broad range of programs.

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 Centre for Policy Futures, and several school-based research centres. It also plays host to the Institute for Modern Languages.

HASS has a strong identity and long tradition of innovation and leadership, offering a broad range of programs - including one of UQ’s largest, the Bachelor of Arts.

The complementary nature of our disciplines attract a diverse cohort of international and domestic students, with 640 research higher degree students, approximately 1,600 students in postgraduate coursework degrees and close to 7,000 undergraduates.

The Faculty of Humanities and Social Sciences produces nationally and internationally regarded research across its many and varied disciplines. In addition to strong performance with external funding, UQ researchers in humanities and social sciences have won prizes, gained reputations for research excellence, performed exceptionally in the Excellence for Research in Australia (ERA) exercise and in global university rankings, among many other measures.

Our strong performance reflects the quality of world-changing work our researchers are undertaking, with their breakthrough discoveries having a positive impact on society and changing the lives of others around the globe. Visit our [Research Impact website](http://www.hass.uq.edu.au/) for some of these stories.

HASS proudly claims a large number of Fellows in national disciplinary bodies, including the prestigious Australian Academy of the Humanities, and the Academy of the Social Sciences in Australia.

More information about the Faculty can be accessed at [http://www.hass.uq.edu.au/](http://www.hass.uq.edu.au/)

The Western Civilisation sequence of study at the University of Queensland is centered on a great books approach providing a structured integrated humanities curriculum ranging from the Classical period to the present. The sequence of study is available in the Bachelor of
Advanced Humanities (Honours) and the Bachelor of Humanities/Bachelor of Laws (Honours programs. The sequence of study is offered with the support of the Ramsay Centre for Western Civilisation, and provides generous scholarships for students.

Information for Prospective Staff

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

DUTY STATEMENT

Primary Purpose of Position

The Administration Officer will work with the Centre Manager to support the delivery and governance of the Western Civilisation sequence of study, manage the UQ Ramsay Scholarship process, and coordinate events and student engagement activities.

Duties

Duties and responsibilities include, but are not limited to:

Centre Administration

- Work with the Centre Manager to manage, including amend and review, Western Civilisation courses and sequencing, ensuring the core Advanced Humanities courses and those of the extended major are in compliance with UQ Policy.
- Provide administrative support the Centre Director as required.
- Coordinate the processing and administration of the UQ Ramsay Undergraduate Scholarship.
- Establish and manage standard business operating processes and procedures for all aspects of the Centre administration.

Student and Academic Administration

- Provide accurate and timely advice to students and prospective students on the Western Civilisation study sequence and courses by responding professionally and comprehensively to telephone, email and counter enquiries.
- Liaise with the Faculty student administration team in relation to undergraduate student matters as required.
- Manage student enrolment in courses via permission lists as required.
- Monitor the Western Civilisation program and course information in SI-net to ensure accuracy of course scheduling and information on the University Programs and Courses website.
- Compile and enter Western Civilisation and core Advanced Humanities course data in the UQ Timetable Data Collector and Syllabus Plus to meet UQ timetabling deadlines and ensure data entered complies with course, major and program requirements. Assist the Centre Manager in the review and amendment of draft timetables.
- Coordinate the accurate data entry and review of information in Western Civilisation and core Advanced Humanities courses Electronic Course Profiles to ensure that information
is accurate, consistent and complies with University teaching and learning policies and procedures.

- Assist with Western Civilisation and core Advanced Humanities course and teaching evaluations as required.
- Act as Secretary to the Centre Teaching and Learning Committee, including preparation of agendas and minutes, taking follow-up action, and preparing submissions to the HASS Board for course and course list amendments.
- In consultation with the Centre Manager develop and organise seminar and workshop programs for Centre teaching and learning activities.
- Notify, assist, and advise course convenors on timelines, procedures and processes for final, mid-semester, deferred examinations and supplementary assessment.
- Liaise with the Centre Chief Examiner for examination paper approval, examination paper uploads, examination scheduling, and result confirmation meetings.
- Provide advice to course coordinators on policy and procedural matters relating to final grades and coordinate the accurate uploading of final grades for all Western Civilisation and core Advanced Humanities courses, as well as reconciling any incomplete grades, or grade changes due to administrative errors, re-mark requests or appeals.

Communication and Events

- Assist the Centre Manager in organising current and prospective student events such as the Humanities Orientation Camp, O’Week activities, residential National Humanities summer program in Western Civilisation, and other excursions or activities as required.
- Assist the Centre Manager in organising guest lecturers and visitors to the Centre.
- Monitor the website for currency of information, and scholarship and event promotion.
- Represent the Centre at student recruitment and promotional events and activities 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 Centre Manager, Western Civilisation.
SELECTION CRITERIA

**Essential**

- Completion of a degree qualification with subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Excellent written and interpersonal communication skills, with the ability to appropriately communicate, consult and negotiate with students, staff at all levels of the organisation and the general community.
- Well-developed analytical and problem solving skills and the ability to exercise judgement.
- High level of computer proficiency with Microsoft Office suite (particularly Word and Excel); and with intermediate to advanced skills with the UQ student system (SI-net), UQ timetabling systems (Syllabus Plus, Allocate+, Timetable Data Collector, Enterprise Timetabler) and UQ Reportal, or ability to rapidly acquire these skills.
- High-level organisational skills and the ability to develop implement and review administrative systems and processes.
- Demonstrated ability to work both independently and as part of a team in an environment characterised by tight and competing deadlines.
- Ability to use sound judgement and initiative in non-routine situations and be adaptable to change.

**Desirable**

- Relevant administrative experience in a tertiary education institution or other educational services provider, of a minimum of two years.
- Broad knowledge of UQ systems, organisational units, student support services and policies to advise staff and students appropriately; or a demonstrated capacity with similar systems and processes so as to rapidly acquire institutional knowledge.

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.