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.

POSITION DESCRIPTION

Position Title: Academic Administration Officer
Organisation Unit: Faculty of Health and Behavioural Science
Position Number: 3037846
Type of Employment: Part time, Continuing
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://uniqquest.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.

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

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary purpose of this position is to provide administrative support for the academic activities administered by the Faculty including large undergraduate courses. Responsibilities include supporting the Course Coordinator of HLTH1000 in the administration of the course, assistance with allocation of tutors and being the first point of contact for undergraduate students. Other responsibilities include assisting with managing the course Blackboard pages and assessment tasks relating to the course. The role works closely with the course coordinator, tutor and other administration staff within the faculty team and is an integral part of the professional staff team.
Duties

Duties and responsibilities include, but are not limited to:

Course administration

- Act as first point of contact for Faculty administered course enquires.
- Assist with the production and dissemination of the electronic course profiles ensuring accuracy and compliance with the Universities policies and procedures.
- Assist course coordinator with the establishment, maintenance and enhancement of Blackboard sites.
- Coordinate all course assessments, including setting up online assessments and maintenance of electronic files.
- Assess progressive assessment extension requests and support the administration of course coordinator decisions.
- Assist with timetable data entry and act as the key point of contact for timetabling issues for Faculty courses.
- Assist with tutor allocations, induction and coordination.
- Set up course sign-on and monitor sign-on student numbers across tutorials.
- Assist course coordinator in the production and dissemination of tutorial materials and resources. Arrange weekly tutor meetings for the coordination of tutorial content, and assist lecturing staff and tutors where required.
- Monitor and maintain student marks in Blackboard.
- Assist with the end of semester grade processes and administer the upload to mySi-net.

Academic and Student Administration

- Contribute to the development and implementation of administrative procedures, including use of University administrative systems, databases and data manipulation tools.
- Assist with committees and working groups, including the preparation of agendas and minutes and taking follow-up action.
- Provide back-up support and assistance for other student and academic administrative staff in the Faculty team, including peak periods and during leave/absences, as directed by the Assistant Manager, Academic Administration.

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 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 Assistant Manager, Academic Administration, Faculty of Health and Behavioural Sciences.

**Location and Travel**

While this position is primarily based at the St Lucia campus, some travel to other Faculty locations may be required.

**SELECTION CRITERIA**

**Essential**

- Completion of an undergraduate degree or an equivalent combination of relevant experience and/or education/training.
- Knowledge of university policies and procedures as they relate to student and academic administration, or the demonstrated ability to rapidly gain such knowledge.
- High level of computer proficiency.
- Excellent interpersonal skills including the ability to communicate effectively by telephone, email and in person.
- Demonstrated ability to meet deadlines, work under pressure and establish priorities.
- Demonstrated ability to problem solve.
- A strong orientation to providing outstanding customer service including a high level of interpersonal, oral and written communication skills.
- Ability to communicate effectively and work cooperatively with staff from within the Faculty, its Schools, and other areas within the University.
- Ability to exercise initiative and judgment.
- Ability to work both independently and as part of a team, with a flexible approach to work.
Desirable

- Relevant experience in student and/or academic administration.
- Experience with using UQ’s corporate student and academic administration applications such as SI-net and Blackboard.

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 part-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed above.