POSITION DESCRIPTION

Position Title: Coordinator, Academic Programs
Organisation Unit: School of Law
Position Number: 3027484
Type of Employment: Full Time Continuing Appointment
Classification: HEW 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 (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 $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

Based at The University of Queensland, St Lucia as part of the Faculty of Business, Economics and Law, the TC Beirne School of Law is the oldest and most prestigious law school in Queensland, and one of Australia’s leading research-intensive law schools.

Currently, the School employs 50 full-time academic staff and 17 professional staff. The School’s talented and committed researchers and educators include national and international scholars, distinguished alumni and leaders of the legal profession who are recognised for their research and teaching excellence both nationally and internationally. The School is known for its high quality undergraduate teaching, postgraduate coursework and its Higher Research degree program.

With law programs that are ranked 36th in the world in the 2018 QS World University Rankings by Subject, the School offers students a premier legal education through small group teaching complemented by a comprehensive co-curricular program.

The School attracts the best and brightest students from Australia and abroad through its competitive entry requirements. It cultivates exceptional legal thinkers and leaders who use their discipline, ingenuity and initiative to change and enrich the world.

The School’s home, the west wing of the Forgan Smith building, recently underwent an exciting re-imagination and refurbishment to ensure future generations of UQ law students will continue to enjoy the highest quality and most relevant legal educational experience. Today, the School boasts world class state-of-the-art facilities, including one of Queensland’s largest law libraries and a range of collaborative meeting spaces for staff and students.

Further information on the TC Beirne School of Law’s academic programs, research groups and staff profiles is available on the School’s website at http://www.law.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
Primary Purpose

The Coordinator, Academic Programs is responsible for providing high quality student administration services, and academic administrative support, for the School’s postgraduate coursework programs and its cohort of students.

Key responsibilities

1. To provide advice on UQ policy and procedures and to assess eligibility of current and prospective postgraduate coursework. Areas of focus cover admissions, enrolments, credit/exemptions, program requirements, intervention strategies & graduation processes. Update and maintain OLA & SI-net records.

2. Provide support and advice to visiting academics on policy and procedural matters pertaining to students and coursework program administration.

3. Supervise the Administrative Officer (Assessment) and Administrative Officer (Timetabling and Casual Academic Staff). Check &/or monitor staff timesheets and conduct UQ Recognition & Development Program for these positions.

4. Liaise with BEL Marketing ensuring the Law School information is accurate, in particular course lists and visiting academics information. Prepare documents for, and participate, in Orientation Week activities and represent the School at marketing events when required.

5. Advise incoming exchange students regarding study plans. Ensure students are able to enrol in their pre-determined and set courses.

6. Liaise with the Dean on low postgraduate coursework enrolment numbers.

7. Process undergraduate and postgraduate coursework research projects and dissertations. Update transcript notes where required.

8. In consultation with the Manager, assist in the development, updating and implementation of the School’s student administration procedures on an on-going basis.

9. 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
   • The Enterprise Agreement provides that the agreed maximum number of hours which a full-time academic can be required to work equates, under the workload model to a maximum of approximately 37.5 hours per week over a 46 week working year.

Reporting Relationships

The position reports to the Manager, Academic Programs and has two direct reports.
SELECTION CRITERIA

1. Completion of a Bachelor of Business or similar, with subsequent minimum of three years’ experience in a tertiary education institution in a student administration or academic administration role; or an equivalent combination of relevant experience and/or education/training;

2. Ability to successfully manage staff to achieve desired outcomes.

3. Demonstrated experience and accuracy in the interpretation and application of university, policies and procedures relating to student and academic administration.

4. Demonstrated knowledge and use of University computer systems such as OLA, SInet and CRM (RightNow), Business Objects, Unitask, UQ Learn (Blackboard) &/or the ECP system.

5. Demonstrated excellent oral and written communication and interpersonal skills including the formation of accurate study plans for students;

6. Excellent time management skills, including setting own priorities and workloads, meeting deadlines and initiating action plans

7. Demonstrated capacity for identification and analysis of issues, innovative problem solving and improvement of administrative systems and procedures.

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.