## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Administration Assistant</th>
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<tbody>
<tr>
<td>Organisation Unit:</td>
<td>University of Queensland Press</td>
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<tr>
<td>Position Number:</td>
<td>3011623</td>
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<tr>
<td>Type of Employment:</td>
<td>Full-time, Continuing</td>
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<tr>
<td>Classification:</td>
<td>HEW Level 4</td>
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### 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

The University of Queensland Press (UQP) was established in 1948 and is one of Australia’s oldest and most respected publishing houses. UQP enhances the success of the University of Queensland by its innovative philosophy and commitment to producing books of high quality and cultural significance. UQP books and authors have received national and international recognition through literary prizes, rights sales and writers’ festivals. We publish print and ebooks across a range of subjects, from literary fiction, general non-fiction and poetry, to children’s and young adult books.

Information about University of Queensland Press may be accessed on the web site at http://www.uqp.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 administrative and reception support by responding to all general enquiries, liaise with UQP Finance to generate requisitions for all invoices, coordinate awards entries and maintain an orderly and efficient office environment. The role will also provide assistance to the CEO and management team.

Duties

Duties and responsibilities include, but are not limited to:

Administration

- Perform general administrative and reception duties as required including:
  - Greet visitors, authors and prospective clients to UQP, respond to all telephone and email enquiries.
  - Develop and maintain general office systems including mail distribution, filing of documents and digital and physical archiving of records.
  - Provide administrative support to the CEO and management team – assisting with travel bookings and card reconciliation.
  - Maintain a tidy and operational office environment including ordering all necessary supplies and equipment.
  - Assisting with the administrative aspects of the preparation of grant applications.
• Generate requisitions for UQP invoices and liaising with UQ Finance:
  o Processing accounts receivable (raising invoices and receipting payments) according to the relevant University policy.
• Coordinate and administer annual awards entries;
• Assist in facilitation of all meetings and events both on and off site as required including catering, preparation of agendas, minute taking and distribution and set up of audio visual as required;
• Liaise with suppliers and deliveries including IT, Facilities and OH&S;
• Any other duties as reasonably directed by your supervisor.

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 CEO of the University of Queensland Press.
SELECTION CRITERIA

**Essential**

- Completion of a diploma level qualification with relevant work related experience; or equivalent combination of relevant experience and/or education/training.
- Demonstrated experience and proficiency in providing administrative support to senior management;
- Excellent interpersonal skills including the ability to communicate effectively with clients by telephone, email, in writing and in person;
- Strong orientation to providing quality client and customer service;
- Proven experience in the use of a wide range of computer applications (particularly Microsoft Excel, Outlook and Microsoft Word);
- Ability to work effectively as part of a team and independently, prioritising workload, multi-tasking and meeting deadlines.

**Desirable**

- Passion for books and reading
- Previous experience with the UniFi system

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 central-hr-advisory@uq.edu.au