POSITION DESCRIPTION

Position Title: Executive Support Assistant  
Organisation Unit: UQ International  
Position Number: 1278568  
Type of Employment: Full-time, Continuing  
Classification: Hew Level 5

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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’s Global Strategy is embedded in the UQ Strategic Plan 2018-2021 and supports UQ’s vision of ‘knowledge leadership for a better world’. Our successful global profile is the result of forging strategic partnerships with people and organisations across industry, government, sponsorship, philanthropy, alumni, higher education and research. In support of the University’s Global Strategy, the major functions of UQ International Marketing, Recruitment and Admissions are:

• Identification and development of strategic international initiatives
• International marketing and promotion, including student recruitment
• International Admissions

The Domestic Future Students unit and the Futures Students Contact Centre report into the Director, International Marketing, Recruitment and Admissions.

The unit forms part of the External Engagement Portfolio, which includes the UQ Art Museum, UQ Press, Office of Marketing and Communication, Indigenous Engagement, Global Engagement and Entrepreneurship, the Institute for Continuing and TESOL Education and Advancement.

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

This position will support the Director, International Marketing, Recruitment and Admissions.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate and organise meetings and appointments whilst planning for present and future commitments;
- Coordinate and organise domestic and international travel arrangements for the Director;
- Reconciliation of travel and expense claims on behalf of the Director (in consultation with the Central Finance Transactions Team as required);
- Raise requisitions for purchases and payment of expenses and receipting goods and services in UniFi;
- Use discretion to redirect enquiries as necessary, whilst maintaining a high level of professionalism and confidentiality;
- Provide administrative support to the Director by preparing agendas and other documents, develop and maintain a well organised records management system and other duties as requested by the Director, consistent with the level of appointment.

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 Director, International Marketing, Recruitment and Admissions.
SELECTION CRITERIA

**Essential**

- Completion of an undergraduate degree or completion of an equivalent combination of relevant experience and/or education/training;
- Demonstrated experience in the techniques of high level diary, email and travel management within a busy and complex organisation;
- High level of accuracy and attention to detail and proven ability to use initiative to identify solutions;
- High level of computer proficiency across a range of applications including Microsoft Word, PowerPoint, desktop publishing packages, web software and advanced skills in utilising the internet;
- Excellent organisational skills including the ability to prioritise and meet deadlines;
- Excellent interpersonal skills including the ability to communicate effectively with diverse groups within and external to the Division.

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.

Accessibility requirements and/or adjustments can be directed to central-hr-advisory@uq.edu.au