

POSITION DESCRIPTION

Position Title:	Administration Assistant
Organisation Unit:	School of Mechanical and Mining Engineering
Position Number:	3005371
Type of Employment:	Full-time Fixed Term
Classification:	Hew Level 4

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

With an excellent reputation for quality graduate training and research performance, the School of Mechanical and Mining Engineering delivers a comprehensive range of programs in aerospace, materials, mechanical, mechatronic and mining engineering.

Boasting strong student enrolments in professionally accredited programs, combined with world-class researchers and facilities, we are focused on strengthening our position in the engineering community. We will develop global solutions to contemporary issues and mentor the leaders of tomorrow by attracting the brightest minds and fostering a truly innovative and collaborative work environment.

Our people are our greatest asset. We offer collaborative, inclusive work and study places, which are enriched by the significant diversity of our staff, students and community. We genuinely believe that creativity and innovation flourishes in an environment where people feel supported, valued and empowered. Mutual respect, inclusivity and accountability are at the cornerstone of UQ's culture.

The School is committed to supporting the career growth of women researchers and have a number of initiatives to support women in developing and achieving a fulfilling research career at the School.

For more information about the School, please visit: <http://www.mechmining.uq.edu.au/>

Information for Prospective Staff

The School recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The School strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Further 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 effective and efficient client-focused administrative services, particularly in relation to supporting the office administration as well as teaching, research and engagement activities of the School of Mechanical and Mining Engineering.

Duties

Duties and responsibilities include, but are not limited to:

School Office Administration

- Provide high-quality, client-focused reception services, including answering email, telephone and face-to-face enquiries from staff, visitors and students.
- Provide assistance to students and staff in a timely manner and refer enquiries as appropriate.
- Maintain the School's office consumable stock.
- Collect and distribute mail.
- Schedule meetings and make room bookings.
- Assist with organising School events (seminars, conferences, student presentations) including advertisements, invitations, catering and RSVP lists.
- Provide back-up assistance to the Head of School's personal assistant.
- Any other duties as reasonably directed by your supervisor

Student and Academic Administration

- Assist with the preparation of examination papers.
- Support the administration of School based examinations.
- Distribute Engineering Professional Practice reflections and maintain relevant records.
- Provide efficient administrative assistance to thesis and project courses, including course enrolments, course management and final reports filing.
- Provide support in efficient processing of assessment extension and deferred examination requests during peak times.
- Provide temporary coverage of the duties of other team members in the event of their absence.

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 Senior Administrative Officer.

SELECTION CRITERIA

Essential

- Qualifications and training equivalent to a Diploma Level in related field; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to effectively use the Microsoft Office applications (Word, Excel, PowerPoint and Outlook).
- High level of verbal, written and interpersonal communication skills.
- Demonstrated commitment to and enthusiasm for the provision of excellent customer service.
- Demonstrated ability to work co-operatively and flexibly in a small team environment.
- A sound understanding of key administrative processes or the ability to rapidly acquire this 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 (<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.