POSITION DESCRIPTION

Position Title: Administration Officer (International Administration)

Organisation Unit: Faculty of Engineering, Architecture and Information Technology

Position Number: NEW

Type of Employment: Full Time, Fixed Term until 19 July 2019

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 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 (60). 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 Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

The Faculty 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 Faculty 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.

For more information about the Faculty, please visit: www.eait.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

The Administration Officer (International Administration) provides support to the Coordinator (International Administration) undertaking a range of administrative duties related to the Faculty’s international development and admissions. The position also assists with academic administration duties related to enrolled domestic and international students interested in overseas linked degree exchange programs.

The position is located in the Faculty of EAIT Office in the Hawken Engineering Building on the St Lucia campus.

The appointee must be able to work standard office hours and be generally able to take holidays outside peak activity times (late November-March and July-August).
Duties

Duties and responsibilities include, but are not limited to:

- Provide support to the Coordinator and prepare documentation for course equivalence assessments in preparation for international agreements and credit assessments.
- Assist with development and maintenance of documentation and information on the Faculty SharePoint site and Faculty website.
- Assist with the update of international agreements, credit assessments and study plans and the transition to Faculty SharePoint site.
- Regularly monitor and update information on course outlines from partner institutions to maintain quality, currency and integrity of existing credit assessments.
- Assist with the development and distribution of study plans for incoming international students.
- Liaise with key staff in the Faculty, Schools, UQ International Office and partner institutions to ensure smooth processing of international credit applications.
- Assist with the processing of international applications for admission to programs offered by the Faculty, in particular those seeking credit for prior studies.
- Liaise with staff in the Student Support, Academic Support and Marketing Teams to ensure that program and course information is accurate, as required.
- Assist with the administration of linked degree exchange programs for EAIT students.
- Assist with organising orientation and other sessions for international students in the Faculty.
- Represent the Faculty at promotional activities as required.

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 Coordinator (International Administration).
SELECTION CRITERIA

**Essential**

- An undergraduate degree in a relevant area or an equivalent combination of relevant experience and/or education/training.
- Relevant experience in an administrative role, preferably with an emphasis on student and/or academic administration.
- Excellent oral and written communication and interpersonal skills, with ability to liaise effectively with academic and administrative areas within the University and external agencies.
- Ability to interact effectively with people from diverse cultural backgrounds with sensitivity and awareness of cultural differences.
- Ability to set own priorities, monitor work processes, meet regular deadlines, work under pressure and initiate and take follow up action.
- Good analytical and interpretative skills and an ability to exercise judgement.
- Knowledge of legislation relating to international students (e.g. ESOS Act) or the ability to rapidly acquire such knowledge.
- Knowledge of University computer systems e.g. PeopleSoft, SharePoint and Business Objects, or the ability to rapidly acquire such knowledge.
- Demonstrated capacity to work in a team environment and provide a high level of customer service.

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.