POSITION DESCRIPTION

Position Title: Examinations Officer
Organisation Unit: UQ Business School
Position Number: 3041221
Type of Employment: Full time, fixed term (12 months)
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 (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

UQ Business School’s mission is to cultivate courageous thinkers who empower future leaders to positively transform business and society.

The team of professional staff working at the UQ Business School prides itself on its collegial approach to working with all staff and students at the School, Faculty and University level. The individual staff members are highly motivated, accomplished and dedicated to providing a high level of service and favourable outcomes to all clients and stakeholders. If you join this team, you will be working in a supportive environment where personal and professional development are encouraged and you will be given every opportunity to excel.

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 position is responsible for examination administration and is located within the School's Student Administration Team.

Duties

Duties and responsibilities include, but are not limited to:

Examination and Assessment Administration

- Assist the Coordinator with assessment activities for the School in accordance with UQ and School policies and procedures
- Provide accurate and timely verbal and written advice to academic staff, School administrative staff and students in regards to procedures and related policies for assessment, examinations and results/grades to ensure examination and assessment processes meet a high level of accuracy, consistency and transparency across courses
- Check and amend electronic course profiles (ECPs) in liaison with Course Coordinators for examination and assessment discrepancies
- Creation and maintenance of electronic grade files in MS Excel, and their timely upload in SI-net
- Assist with the administration of processes not limited to Request to Amend Result, Request for Assessment Re-Mark, applications for deferred mid-semester examinations, Application for Extension of Assessment Due Date, in accordance with University and Faculty policies
• Liaise with the Examinations Section on all examination matters including examination scheduling and issues arising during central examinations.

**Organisation of UQBS Examinations**

• Liaise with Course Coordinators to ensure the accurate and timely entry of examination requests (mid-semester and final), details and constraints in the UQ Exams Management System
• Check formatting accuracy of examinations (final, deferred and supplementary) and ensure their timely upload in the UQ Exams Management System
• Contribute to the arrangements for the School’s mid-semester examinations. This includes being available to manage examinations under broad supervision
• Assist with the scheduling of arrangements related to examination viewing sessions for mid-semester and final examinations for the School

**General Administration**

• Assist with data collections, and prepare routine and ad hoc reports as required
• Liaise with Head of School, Deputy Head of School and/or Director of Education 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](http://ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff)
• requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](http://ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff) 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](http://ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff)
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](http://ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff) developed by the University

**Organisational Relationships**

This position reports to the Assessment, Examinations & Misconducts Coordinator.

**Leave restrictions and working hours**

• Leave restrictions apply – leave will not normally be approved during peak periods.
• The incumbent must be available to work on approximately 2-3 Saturdays in the academic year to assist with the facilitation of deferred mid-semester examinations, and may be required to work after standard working hours in peak periods. See the University’s policy regarding hours of work, overtime and staff attendance at [http://ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff](http://ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff)
SELECTION CRITERIA

- Completion of an undergraduate degree OR completion of an associate diploma and at least two years subsequent work experience OR an equivalent combination of relevant experience and/or education/training
- Effective communication and interpersonal skills, including the ability to liaise, consult and negotiate with a diverse range of people while always maintaining a client-focused approach
- Manage high volume workloads within stringent deadlines during the University calendar
- Excellent organisational skills with the demonstrated ability to manage large data sets with strong attention to detail and a high degree of accuracy
- Sound written communication skills which will enable the appointee to synthesise information and provide clear and accurate advice on policy and procedural matters
- A high level of proficiency in Microsoft Excel, with proficiency in other Office suite (Word, Outlook, PowerPoint).
- Working knowledge of University policies and procedures related to student and/or academic administration or the ability to rapidly acquire this knowledge
- Demonstrated ability to work both independently and as part of a team, and to manage competing priorities to ensure that deadlines and commitments are met
- An understanding of and commitment to the provision of a high level of customer service
- Demonstrated ability to exercise initiative and judgement, especially when dealing with non-routine or difficult situations
- An empathy with and ability to communicate with relevant stakeholders, including an awareness of cross cultural differences.

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 Brett Pelttari, Recruitment Advisor (b.pelttari@uq.edu.au).