 POSITION DESCRIPTION

Position Title: Administrative Officer
Organisation Unit: UQ International
Position Number: TBC
Type of Employment: 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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQ’s Global Strategy is embedded in the UQ Strategic Plan across discovery, engagement and learning. 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 are:

- Identification and development of strategic international initiatives
- Developing and managing key global engagement priorities
- International marketing and promotion, including student recruitment
- International student admissions

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 high level assistance and administrative support to the Manager, International Admissions.

Duties

Duties and responsibilities include, but are not limited to:

Financial Duties

- Processing of requisitions.
- Prepare advance/acquittals for travel and other reimbursements.
- UQ Corporate Card Reconciliation for Deputy Manager and Manager.
- Coordinate arrangements and logistics of travel arrangements.

Personal Assistant to the Manager

- Maintain the Manager’s diary, schedule meetings and process administrative bring-ups.
- Conduct research and prepare briefing papers, memos and emails as directed by the Manager.
- Draft, format and edit presentations and correspondence, maintaining a professional standard of appearance.
• Organise International Admissions meetings / functions and conferences including venue, catering, invitations, agendas, papers, minutes and all related requirements and follow-up action.

General

• Identify, research, and implement solutions to support continuous improvement of efficiency and effectiveness in International Admissions.
• Maintain accountability and records of International Admissions resources, including corporate uniforms, responsibility for taxi vouchers and processing of business cards.
• Maintain information and databases to support the admissions team.
• Draft, format and edit presentations and correspondence, maintaining a professional standard of appearance.
• Maintain IELTS, PRISMS, NARIC and CEP Online registrations and user access.
• Maintain familiarity with PRISMS, IELTS, NARIC and CEP Online (NOOSR) registration requirements, the ESOS Act, the National Code of Practice, and University policies and procedures relevant to international students.
• Respond to a wide range of enquiries in person, by telephone, fax and email from all sections of the University and external bodies (a high level of tact and discretion is required, often dealing with sensitive and/or confidential matters). Initiate further action whenever possible/appropriate and ensure all enquiries are followed up.
• Act as secretary to committees as required, including agenda preparation and minute-taking
• Provide support to the compliance officer and continue the duties during any absence as requested by the Manager
• Support the administration of staff recruitment as requested by the Manager.
• Perform other duties as requested by the Manager, International Admissions.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• 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 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 directly to the Manager, International Admissions.
SELECTION CRITERIA

**Essential**

- Completion of a degree or an equivalent combination of relevant experience, preferably secretarial and administrative.
- Highly developed organisational skills, with attention to detail.
- Ability to prioritise tasks and meet deadlines in a busy environment.
- Very high level of computer competency, including Microsoft Outlook, Word, Excel, advanced searches and internet applications.
- Excellent oral and written communication skills, including the ability to interact effectively with people from diverse cultural backgrounds.
- Demonstrated commitment to customer service.
- Ability to maintain confidentiality and privacy.
- Ability to work autonomously and effectively as a team member.
- Ability to identify and exercise priorities with minimal supervision.

**Desirable**

- Experience in a similar position
- Broad knowledge of The University of Queensland policies and procedures.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au