Title: Teaching Administrator

HEW Level: HEW 4

Faculty/Office: Faculty of Business and Economics

Position Number:

Department/Team: Department of Accounting and Corporate Governance

Date: November 2016

Position Purpose: To provide a range of administrative support and assistance to staff in the Department to ensure the timely and organised delivery of Units.

ORGANISATIONAL CONTEXT

The Faculty of Business and Economics is the largest faculty within Macquarie University and one of Australia’s largest business and commerce faculties with over 16,000 students. The Faculty offers quality undergraduate and postgraduate business education courses that are accredited by relevant leading professional associations.

The Department of Accounting and Corporate Governance, within the Faculty of Business and Economics, delivers internationally recognised and accredited programmes. These include Undergraduate and Postgraduate programs.
### KEY ACCOUNTABILITIES

- Provide administrative support and assistance to academic staff in the Department.
- Provide advice and support to prospective, new and current domestic and international students.
- Provide general administrative assistance to staff in the preparation and delivery of course material.
- Assess exemptions for undergraduate units for approval.
- Assist academic staff with exam papers, coordinate the marking of exams and assist with supervision of exams.
- Contribute to the development and implementation of improvements to administrative systems, processes and procedures.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Senior Departmental Administration Officer</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Nil</td>
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<tr>
<td>Key Direct Clients:</td>
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</table>
- Heads of Department  
- Academic Staff within the department  
- Other staff members in own office or department  
- Immediate team members  
- MQ students and prospective students |
| Other Key Relationships: |  
- Heads of Dept, Senior Managers  
- Particular staff members in other offices or departments  
- Other staff members in own office or department  
- Immediate team members  
- Other external contacts |
| Budget Accountability: | Nil |
| Role-specific Conditions: | N/A |
| Scope and autonomy | Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed. |
| Problem solving | Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to compete tasks and achieve objectives.</td>
<td><strong>Perservance</strong>: Perserving despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<tr>
<td><strong>Service Focus</strong>: Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<tr>
<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Initiative</strong>: Taking action on own accord, to address problems and prevent them from reoccurring.</td>
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**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Bachelors Degree/Diploma and/or equivalent experience in administration, customer service.
- Strong computer literacy including demonstrated experience using web-based technology, learning management systems and student portals.

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the department’s functions and structure.
- Knowledge of the department academic programs.
- Knowledge in using University systems including iLearn, Student One and Tracker.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

- High level written and verbal communication skills including the ability to produce quality documentation, correspondence and reports.
- Liaise effectively with a broad range of people at all levels and from diverse backgrounds.
- Organisation and time management skills while maintaining high level of accuracy.
- Work in an educational teaching and/or research environment.