

Position Title	Administrative Assistant (Examinations & Progression)
Classification	Level 4
School/Division	Student Life
Centre/Section	Student Services
Supervisor Title	Senior Officer, Examinations & Progression
Supervisor Position Number	FSR 312613
Position Number	FSR 310541

Your work area

The area of Student Life was created to focus on delivering student experience and engagement that provides the greatest value for students and ensuring consistency of experience across the organisation.

Student Life is responsible for improving student satisfaction, advocacy, and retention and employment rates, and building value for each student segment that are integrated across the enterprise and deliver on the brand promise.

Student Life encompasses a number of core services delivered through Student Services, Student Wellbeing, and Student Experience service

Reporting structure

Reports to: Senior Officer, Examinations & Progression

Your role

As the appointee you will, under general direction, provide efficient and effective support in planning, coordinating, organising and administering aspects of the annual examinations and progression cycle. You will be expected to foster productive working relationships with School and other administrative staff and maintain a strong customer focus and commitment to the highest standards of service delivery in all aspects of the examinations and progression process.

Your key responsibilities

Perform a variety of tasks that support the daily operations of the examinations and progression team

Processing all marks, results and progression outcomes

Ensure the provision of excellent customer service, including quality communications, delivering consistent and accurate first level advice

Engage in the cycle of reflection and innovation including documenting procedures and assisting with process improvement

Develop and apply a sound knowledge of relevant examinations and progression legislation, policies and guidelines and develop a broad understanding of student administration principles and practices as they relate to the student life-cycle

When required support Graduation activities including support activities that fall within the Graduation portfolio, including attendance at Graduation Ceremonies.

Participate in and contribute to Student Services activities, events and agreed Operational Planning Priorities projects

Provide operational advice and liaise with University staff, students, external agencies and suppliers as required

Engage in personal and professional development

Other duties as required

Your specific work capabilities (selection criteria)

Year 12 or equivalent competency

Considerable relevant administrative experience at an appropriate level

Proficiency in a range of computing skills including word processing, spread sheets, databases, internet and email

Well-developed organisational skills, demonstrated skills in accuracy, attention to detail and the ability to meet deadlines

Ability to work independently with minimal supervision and as part of a team

Well-developed written and verbal communication skills

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

Occasional weekend work

Some after-hours work may be required

Compliance

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

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/