PURPOSE STATEMENT:
To act as a delegate on behalf of the Deputy Dean Education on student life cycle matters from eligibility for admission through to graduation.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
To advise and liaise with the Deputy Dean Education on educational governance and student matters including admission, enrolment, academic advisement, academic progress, variations to coursework program and graduation eligibility.
Liaise with the Science Student Office to approve variations to coursework programs.

Role Statement:
- Advise and assist students in accord with the Academic Advising Charter.
- Approve or recommend variations to (in accordance with the Science, Health and Medicine Approvals Matrix) student enrolment in all Science, Health and Medicine coursework programs as required, such as adjustment of program time limits, variation of a program outside requirements, approval of exchange, credit assessment, enrolment and cancellation of enrolment.
- Assess admission applications as required.
- Provide a leadership role in educational governance by liaising with professional and academic staff members University wide, including the Deans and Heads of Schools and Departments, on behalf of students to solve problems in relation to program requirements, variations from standard degree requirements, academic progress and any other issues that arise from time to time.
- Monitor the progress of all students enrolled in undergraduate degrees that have a requirement for particular levels of academic achievement.
- Maintain a program that identifies students at risk and implement intervention support procedures.
- Provide advice to potential students regarding admission requirements, pathways and processes.
- Represent the Colleges on university-wide committees on student matters as required.
- Support the development of new and amended academic program and course structures to ensure quality, coherence and alignment within ANU.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties as required, consistent with the classification level of the position.
**SELECTION CRITERIA:**
As a Sub-Dean the appointee will have a record of:
- A postgraduate qualification in science;
- Demonstrated excellence in teaching at undergraduate and postgraduate levels;
- Demonstrated high level administrative skills;
- Familiarity with University and College policies and goals in education;
- Strong interpersonal skills and leadership qualities.
- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

<table>
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<tr>
<th>Supervisor/Delegate Name:</th>
<th>Assoc Prof Anna Cowan</th>
<th>Date:</th>
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References:
- Professional Staff Classification Descriptors
- Academic Minimum Standards