POSITION DESCRIPTION

Education Administrator

Position Summary
The UNSW Faculty of Engineering is University's premier research Faculty, and is a national and international leader in engineering research and education. It is the largest Engineering Faculty in Australia, has the largest research expenditure and graduates the largest number of engineers. Through excellence in fundamental and applied research, the Faculty aims to be placed in the top 20 internationally by 2025.

The Education Administrator provides professional support for the Education Portfolio in the Dean’s Unit within the Faculty of Engineering, including quality and governance processes to enhance the design and delivery of academic offerings.

The role of Education Administrator reports to the Academic Programs Manager and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Provide high level administrative support to the Academic Programs Team and other nominated teams across the Education Portfolio within the Faculty of Engineering.
- Coordinate Meetings/events including drafting agendas, minutes, correspondence, briefing notes, and guidelines, catering, room bookings and setting up specific committees and meetings and meetings/events as required.
- Review and monitor finance administration requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.
- Maintain relevant education-focused databases and records, ensuring the inclusion of accurate, relevant and up-to-date data for use in program administration.
- Develop and maintain detailed filing systems, spreadsheets, websites and other administrative systems.
- Support the administration of the Faculty's undergraduate scholarships and prizes, including editing publicity materials and maintenance of websites, collating applications and scheduling interviews, maintaining recipient lists, assisting with prize and scholarship events and invite lists, and providing advice relating to scholarship administration to students and Faculty staff.

- Support the administration of the Faculty's entry schemes and articulation appeals processes, including collating applications, scheduling interviews, drafting stakeholder correspondence, maintenance of website content, and the administration of other related activities.

- Participate in relevant projects and business improvement activities to streamline processes and facilitate administrative efficiency.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.

- Well-developed interpersonal and written and verbal communication skills.

- Demonstrated experience providing effective customer service and support to clients at all levels.

- Highly proficient computer literacy with excellent skills in Microsoft Office applications.

- Advanced numeracy skills.

- Ability to make sound judgements and work both independently and as part of a team.

- Demonstrated experience supporting and contributing to projects and initiatives.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.