POSITION DESCRIPTION

Education Support Administrator

Position Level
5

Faculty/Division
Medicine/SCM

Position Number
ADMIN ONLY

Original document creation
xx /xx/ xx ADMIN ONLY

Position Summary

The Rural Clinical Campuses, Rural Support, Education Support Administrator plays a key role within the School of Clinical Medicine making a significant contribution to the development, implementation and evaluation of strategies supporting the delivery of the undergraduate and postgraduate programs at each campus. The role provides administrative capacity and logistical support for Medicine program activities and high-quality support for student learning and teaching.

The role of Education Support Administrator reports to the Administrator, Rural Support and has no direct reports.

The role is within the Rural Support team working closely with and supporting the Manager, Rural Clinical Campuses and Associate Dean Rural Health. A close working relationship with Campus Services Coordinators and other Education Support and Campus Services staff at each campus is required and the role will develop and promote engagement and build positive relationships with Faculty, the Medical Education Student Office, other key stakeholders, and local community representatives.

Accountabilities

Specific accountabilities for this role include:

• Support and monitor logistical aspects of the medicine program or more learning phases of the curriculum for one curriculum including but not limited to; assisting academics and students, scheduling resources, coordinating timetables, clinical placements, ILP, assessment and examinations, results and records, indemnity documentation, student and practice compliance, and student wellbeing, as directed.

• Provide assistance and advice to academic and professional staff on matters including but not limited to induction and orientation, access to systems including HR, online learning technologies, curriculum and procedure.
• Provide logistical and administrative support for Regional Training Hub programs and activities, vocational training and career pathway opportunities, as directed.

• Develop strong professional relationships with local clinicians, Local Health District staff, practice managers, colleges and training organisations, and other identified key stakeholders.

• Under the direction of the Administrator, Rural Support, support the practical delivery of the Rural Entry Scheme (RES) including interviewer training, student interviews and selection processes, Medicine Information (Year 12) presentation, and other rural recruitment initiatives, as directed.

• Support the administration of short-term rural clinical placements (STRCP) in collaboration with Faculty and local rural hospitals, as directed.

• Under the direction of the Administrator, Rural Support, provide administrative and logistical support for local rural student activities through the Rural Allied Health and Medical Society (RAHMS) in collaboration with the School of Clinical Medicine, Rural Clinical Campuses as directed.

• Maintain currency and consistency in all published campus and school communications including student guides, curriculum resources and related information, as required.

• Perform a range of general administrative and other duties to support a broad range of functions, including relevant school and campus operations and business improvement activities, adhering to UNSW policies and procedures.

• 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 level of knowledge and competence gained through another combination of education, training and experience.

• Experience in the coordination, implementation and review of programs, projects, scheduling and other educational support initiatives, ensuring confidentiality, discretion and tact where required.

• Proven initiative and demonstrated problem-solving skills working in a high-volume, process driven educational environment with multiple tasks and competing deadlines, whilst maintaining a high level of accuracy, attention to detail and accountability.

• A performance-oriented approach with strong time-management and organisational skills and the ability to work effectively with minimal supervision as well as collaboratively in a team environment.

• Well-developed interpersonal skills and a demonstrated ability to communicate with people at all levels including from diverse backgrounds and cultures, verbally and in writing.

• Proven track record of contributing positively to team dynamics, building professional relationships, demonstrating integrity, and supporting management decisions and strategic direction.

• Sound computer literacy with excellent skills in the Microsoft Office Suite of applications and an ability to learn and gain competence in UNSW systems-based applications in a timely manner.

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