POSITION DESCRIPTION

Clinical Teaching Support Assistant, St George & Sutherland

Position Level 4
Faculty/Division Medicine & Health
Position Number ADMIN ONLY
Original document creation September 2021

Position Summary

A Clinical Teaching Support Assistant provides effective administrative support for clinical teaching within UNSW Medicine & Health.
The role reports to the relevant Clinical Teaching Support Officer.

Accountabilities

Specific accountabilities for this role include:

- Act as first point of contact and provide high quality customer service to staff, students and Conjoint for teaching support enquiries at the Clinical Campus.
- Assist Clinical Teaching Support Officer with organising logistical aspects of clinical teaching, including scheduling teachers, room resources, timetables, results for clinical campus or discipline, for both ‘in person’ and online modalities.
- Ensure rooms are set up for relevant clinical and didactic teaching activities. If activities are taking place online, ensure online space is prepared and participants have the required information to attend.
- Assist to coordinate clinical assessments and exams for clinical campus and/or discipline.
- Work collaboratively with academic staff and Conjoint to support clinical teaching.
- Organise student events as needed, e.g. orientations, ILP/Honours recruitment events
- Maintain equipment for teaching medical students in a clinical campus.
• Participate in relevant projects and business improvement activities to streamline processes and facilitate program, course and resource delivery and development.

• 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.

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

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

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

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

• 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.

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.