Position Summary

The Education Support Administrator plays a key role within the Rural Clinical School making a significant contribution to the development, implementation and evaluation of strategies supporting the delivery of the undergraduate and post-graduate programs at each campus. The role provides administrative capacity and logistical support for rural students and academics in learning, teaching and program activities through high-quality on-campus activities ensuring educational requirements are delivered at a high standard.

The role has close working relationships with the Director of Medical Education, Regional Training Hub Director, Phase Coordinators, Campus Services Coordinator and other Education Support Administrators and Campus Services staff to enhance the rural educational experience of our students. The role will promote engagement and build positive relationships with stakeholders, visitors and local communities.

The role of Education Support Administrator reports to the Campus Services Coordinator (CSC) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Support and monitor logistical aspects of the medicine program for one or more learning phases of the 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, 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, the Local Health District, practice managers, colleges and training organisations, and other identified key stakeholders.

• Liaise with CS Coordinator to support the practical delivery of the Rural Entry Scheme (RES) interview and selection processes, Medicine Information (Year 12) student presentation, and other rural recruitment initiatives at the campus, as directed.

• Liaise with RCS School Services to support the administration of short-term rural clinical placements (STRCP) in collaboration with Faculty and local rural hospitals, as directed.

• Provide administrative and logistical support for local rural student activities through the Rural Allied Health and Medical Society (RAHMS) in collaboration with RCS School Services.

• Maintain alignment and consistency with Faculty/School in all published campus 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.

• 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.

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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.