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DUTY STATEMENT – CASUAL ROLE

# Administrative Assistant

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| **Position Level** | Level 4 |
| **Faculty/Division** | ------------------- |
| **Original document creation** | February 2023 |

**Position Summary**

An Administrative Assistant is responsible for providing, practical and efficient administrative support.

**This role will:**

- Perform routine administrative tasks such as typing, data entry, emails, diary management, filing, photocopying, accepting/arranging deliveries and couriers, room bookings, catering, mail sorting, ordering and stocking stationery and equipment.
- Maintain filing systems, spreadsheets, databases and websites.
- Respond to standard enquiries on UNSW administrative practices.
- Draft agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings.
- Induct new staff and visitors including arranging access to systems, buildings and site orientation.
- 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.

**A person engaged is generally expected to have the following skills and experience:**

- Prior administrative work experience.
- Attention to detail and organisation skills.
- Proficient in Microsoft Office software and other online systems.

**Additional Pre-employment checks required for this position:**

- Nil

**About this document**

This Duty Statement outlines the job duties, required skills & pre employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position contact the HR Business Partnering team.