



Administrative Executive (Timetabling & Events)

School/Unit	School of Engineering
Area of Specialization	School Management Office
HEW/Classification	HEW 5A
Employment type	Full time
Work location	Malaysia
Date document created or updated	4 December 2017

Organisational context

Established in 1998, Monash University Malaysia is one of Malaysia's most respected universities. We are Monash University's global foot print in the Asian region, carrying with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognized as a leader in the international higher education sector in Malaysia.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 7,500 students representing almost 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

For further information see: www.monash.edu.my.

School of Engineering

The School of Engineering continues to grow rapidly, particularly in the delivery of undergraduate programs, and through the expansion of its facilities and infrastructure. In addressing global engineering challenges of the 21st century, the expansion of research activities in our Malaysian campus is of high priority for the University, reflected by the significant increase of school collaborative partnership with the industry sector, and through the offering of the Higher Degrees by Research, the Master of Engineering Science (Research) and the Doctor of Philosophy (PhD). The School currently has close to 1,500 undergraduate students, consisting of approximately 70 academic staff, and 42 professional and technical support staff.

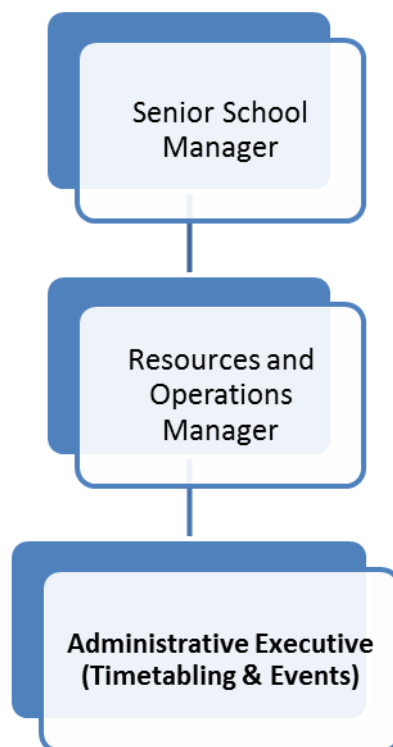
The School offers the 4-year Bachelor degree in 6 disciplines: Chemical Engineering, Civil Engineering, Electrical and Computer Systems Engineering, Mechanical Engineering, Mechatronics Engineering and Software Engineering. These are the 6 core disciplines of Engineering, driven by the strong and growing demand for capable graduates in Malaysia, the Asian region and beyond.

In line with the School Development Plan and to meet the thriving market demand, the school has recently started to offer the Master of Advanced Engineering (Energy and Sustainability), a 1-year Master by coursework program.

For further information: www.eng.monash.edu.my

Position purpose

Reporting to the Resources and Operations Manager, the position will provide assistance and support in managing the timetabling planning and scheduling for both the School of Engineering and Information Technology, teaching manpower and resources (sessional and HDR/Associate Tutor), student related activities/events and administrative support to the school.



- **Reporting line:** The position reports to Resources and Operations Manager
- Supervisory responsibilities : Nil
- Financial delegation and/or budget responsibilities : As necessary

Key result areas and responsibility

1. Timetabling Planning

- Liaise with Course Management Office/Course Coordinator for Unit Offering and Student Enrolment
- Coordinate the Timetabling Data Template and Unit Combination Chart preparation for each semester
- Collection of timetable data and resource requirements e.g. type of activities undertaken by the disciplines, size of activities and equipment/software requirements
- Ensure the planning of school timetable is consistent with the University's timetabling policies and procedures
- Assist in providing briefing on Allocate Plus to staff members when required
- Liaise with the lecturers to identify/rectify errors/changes in the draft timetable on a timely manner
- Liaise with Campus Planning Unit to provide accurate data for Timetable scheduling
- Adhere to the key activity calendar timeline for each semester
- Monitor student enrolment and student allocation in Allocate+
- Assist student with timetable issues (Timetable Help Desk)
- Provide recommendations to supervisor for improving the timetabling planning processes

2. Sessional Staff/Associate Tutor Appointments

- Verify the Sessional/Associate Tutor Application Forms and related supporting documents
- Coordinate the application of Teaching Permit for Sessional/Associate Tutors
- Provide advice to potential/new Sessional/Associate Tutor on the relevant processes and timeline
- Coordinate and follow-up on the submission of documents with campus administrative units
- Coordinate the sessional workstation allocation and distribution of stationary kit for each semester
- Maintain Sessional Staff details for school record purpose
- Support the arrangement of replacement teaching classes
- Provide the necessary data and verification process of Teaching Load Calculation for each semester
- Maintain the filing of documents for school record purpose
- Maintain and adapt related administrative procedures/processes

3. School Management Office Support

- Provide support to staff and students as required on organizational administrative and academic administration policy and procedures
- Assist with coordination of school/student events/activities including logistics arrangement and preparation of all necessary event paperwork, correspondence
- Respond to and demonstrate constant awareness of client and stakeholders requirements
- Assist in updating school website, intranet and online shared folders
- Assist with the coordination of the school's prestigious Engineering and Information Technology Leadership Program (EILP)

4. Others

- Perform other duties as and when assigned by the Supervisor and Senior School Manager

Key selection criteria

Essential

- A relevant tertiary qualification and/or equivalent experience with significant experience in administration in a tertiary environment/support services
- Proven ability to interact with a diversity of individuals from both within and outside the organisation
- Demonstrated ability to maintain a high level of confidentiality and commitment to excellent service, liaison, teamwork and customer care
- Excellent verbal and written communication skills in the English language
- Good organisational and time management skills, including the ability to manage multiple tasks, deal efficiently with conflicting deadlines, priorities workloads and execute tasks at short notice
- Excellent communication and interpersonal skills, demonstrated ability to deal efficiently and tactfully with sensitive and confidential matters
- IT skills: Microsoft Office software (MS Word and MS Excel to intermediate level for collaborative, document preparation and maintenance)

Desirable

- Experience in or an understanding of the higher education sector

Other job related information

As necessary, to attend:

- This position may be required to work on weekends or public holidays during Open Days and/or other key campus/university activities organised by the university
- Attend appropriate training as recommended and approved by Supervisor
- May be required to work extended hours during peak periods