



Position Description

College/Division:	College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Humanities and the Arts / School of Archaeology & Anthropology
Department/Unit:	Administration
Position Title:	School Administrator
Classification:	LEVEL 5
Position No:	
Responsible to:	School Manager

PURPOSE STATEMENT:

The School Administrator provides general administrative support, contributing to the efficient coordination of the day-to-day operations of the department through liaising with staff and students and providing advice and assistance on a wide range of general and student administration, financial and human resources matters.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The School Administrator works within a small team, under the supervision of the Senior School Administrator. While they may have specific responsibilities from time to time, they are expected to work across a wide range of administrative tasks. They will work closely with colleagues in the College central administration, including the College Student Office and Business Office. The duties listed below provide the range of administrative tasks that may be undertaken.

Role Statement:

Under the general direction of the Senior School Administrator:

1. Undertake administrative tasks to assist and support the work of Senior School Administrator and the Head of School.
2. Undertake administrative tasks related to undergraduate and postgraduate education.
3. Provide high-level support in the areas of coursework, timetabling, and grade finalisation.
4. Assist with timely preparation and distribution of periodic and ad hoc student and academic curriculum reports.
5. Assist with the implementation and roll-out of various local or University wide student-related projects, providing timely and high-quality support.
6. Liaise with colleagues across campus, developing a broad base of student administration skills, and actively participate in the continuous process improvement of student related activities.
7. Other duties consistent with the classification of the position.

SELECTION CRITERIA:

Essential:

1. Demonstrated experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/training.
2. Sound knowledge of administrative practices, including the ability to interpret and apply policies, procedures and legislative requirements.
3. Demonstrated high level customer service and effective communication skills with an ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes.
5. Demonstrated experience using information systems including the ability to generate complex reports and demonstrated skills using the MSOffice suite, in particular Excel.

A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

For assistance please contact HR Division Ph. 6125 3346

Supervisor Signature:		Date:	10/11/2017
Printed Name:	Julia Dunn	Uni ID:	5081930

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CASS	Dept/School/Section	RSHA/SCHOOL ARCHAEOLOGY ANTHROPOLOGY &
Position Title	SCHOOL ADMINISTRATOR	Classification	LEVEL5
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see .
http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:	By e mail	Print Name:	JULIA DUNN	Date:	10/11/2017
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