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| **College/Division:** |  |
| **Faculty/School/Centre:**  | National Centre for Indigenous Studies |
| **Department/Unit:**  | National Centre for Indigenous Studies |
| **Position Title:**  | Senior Higher Degree by Research (HDR) Coordinator |
| **Classification:** | ANU Officer 6/7 (Administration) |
| **Position No:** |  |
| **Responsible to:** | HDR Program Manager |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** |  |

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| **PURPOSE STATEMENT:**This position plays an important role in the Student Administration function of the National Centre for Indigenous Studies (NCIS) through the coordination of Higher Degree by Research (HDR) administration, activities and assistance with program coursework. The HDR Administration Coordinator provides high quality support to NCIS which has an expanding and innovative HDR program, and to students undertaking PhD and MPhil theses. The Senior HDR Coordinator liaises closely with staff and students in local areas, as well as the College and Central Services, on all student matters to provide exceptional service and adherence to University policies and procedures**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The Senior HDR Coordinator works under the broad direction of the HDR Program Manager. The Senior HDR Coordinator provides high quality student administration support to HDR students, and to coursework students. **Role Statement:**Under broad direction, the Senior Officer, HDR Student Administration will undertake:1. Efficient administrative support on HDR matters including admission, enrolment, milestones, progress reporting, extension, examination, scholarships, funding issues and graduation for HDR students, including maintenance of relevant information in the University’s Student Administration System.
2. Monitoring, preparation and presentation of reports from the Student Administration System and NCIS databases, involving investigation and analysis of student enrolments and progression.
3. Advice to staff and students on the interpretation of University policies, rules and practices as appropriate and input in to the development of University policies, and practices in relation to NCIS guidelines, in relation to HDR administration, as required.
4. Provide administrative support for coursework programs on a needs basis.
5. Supervision and support of student administration staff as required.
6. Assistance with the promotion, recruitment and pastoral care for HDR students.
7. Coordination and administration of HDR activities associated with prizes, awards and scholarships including administration of associated funds and coordination of activities associated with educational research projects including Summer Research Scholarships, Honours Programs and undergraduate research projects.
8. Creation and maintenance of web-based and print media relating to program and course information.
9. Provide quality customer service to all staff and students.
10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
11. Undertake, as directed by the Program Manager, other duties as consistent with the classification level of the position.
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| **SELECTION CRITERIA:**1. A degree or an equivalent combination of experience and education/training.
2. Extensive relevant administrative experience, preferably in HDR administration either in a tertiary institution or comparable organisation.
3. A strong commitment to high quality customer service, excellent organisational skills and the ability to interpret policy and procedures to provide advice.
4. Excellent oral and written communication skills and ability to relate to a wide range of people.
5. Accurate computing skills, with experience in the use of Word, Excel, the Web and information management systems.
6. Ability to work flexibly in a team environment, establish priorities, and independently meet deadlines.
7. A demonstrated knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context.

*ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position..*  |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |