**Position Title** Academic Services Officer

**Classification** Level 5

**School/Division** Academic Services

**Centre/Section** Service Delivery

**Supervisor Title** Senior Team Leader

**Supervisor Position Number** 316996

**Position Number** 317148

## Your work area

The Academic Services team is responsible for providing academic administration and support services to a wide range of clients including Heads of School, academic staff and students across the Medical School. The team is committed to providing a quality outcome with a focus on continuous improvement.

The Rural Clinical School of Western Australia is a unit within the UWA Health & Medical Sciences Medical School, which provides rural clinical training for WA medical students. The RCSWA spans a breadth of some 3,500kms across multiple sites in WA order to provide a positive rural educational experience, increase the quantity and quality of the rural workforce and in turn improve health outcomes in rural and remote Australia.

## Reporting structure

Reports to: Team Leader

## Your role

Under general direction of the Academic Services Senior Team Leader, you will provide expertise in a wide variety of administrative and secretarial duties to support the area.

You will provide site level support to students and the Medical Coordinators.

## Your key responsibilities

Support the delivery of general administrative services to a site

Assist in establishing filing, spreadsheets, databases and websites

Arrange meetings, conferences, travel and accommodation

Prepare agenda and minutes for committees and take follow up action

Respond to enquiries and initiate action and refer as appropriate

Liaise with other areas applying a sound knowledge of the office activities

Provide advice on policies and procedures

Other duties as directed

## Your specific work capabilities (selection criteria)

Year 12 or equivalent competency

Considerable relevant administrative experience at an appropriate level

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Well-developed organisational skills and demonstrated ability to meet deadlines

Ability to work independently with minimal supervision and as part of a team

Well-developed written and verbal communication skills

Commitment to providing a high level of quality customer service

## Special requirements (selection criteria)

The RCSWA spans multiple rural sites and an urban center node. Staff are required to be based at Bunbury.

## Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uwa.edu.au%2Fpolicy%3F%23184F3554-D498-4400-9A86-4282EED06B32&data=05%7C02%7Cadrian.wilks%40uwa.edu.au%7C6d7df9c8d1cd4359fc6a08dc6012779e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638490879636655952%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=B8ENMf%2BIGU%2FGqw9b8CJvLQbVCrygOwCXYWgFw%2Byu%2BNY%3D&reserved=0).

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