

<b>Position Title</b>	School Operations Assistant
<b>Classification</b>	Level 4 (Dual classification: Level 4 or Level 5)
<b>School/Division</b>	College Services
<b>Centre/Section</b>	Schools Operations
<b>Supervisor Title</b>	Coordinator (School Operations), Senior Coordinator (School Operations)
<b>Supervisor Position Number</b>	320114
<b>Position Number</b>	320678

## **Your work area**

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College Services provides academic administration and technical support services to the University's schools, including Heads of School, academic staff and research students. The team is committed to providing effective and efficient services in support of the Schools' and University's strategic objectives, with a focus on continuous improvement and best practice. The Schools Operations team provides academic support services and general administrative support to the University's Schools.

## **Reporting structure**

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Reports to: Reports to: Coordinator (School Operations), Senior Coordinator (School Operations)

## **Your role**

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As the appointee you will, under general direction, provide expertise in a wide variety of administrative duties to support the operations of a school(s) and its programs. You will work collaboratively across teams to ensure high quality service provision and responding to changing demand

## **Your key responsibilities**

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Provide general administrative support for the school(s), across all functions associated with school operations, which may include but is not limited to:

- Research/HDR student on-boarding and administration support
- Administrative support for graduate research coordination
- Prizes and scholarships
- Office allocation & access
- Minor updates to University websites and Intranet pages
- Arrange meetings and local events
- Prepare agenda and minutes for committees and take follow up action
- General Office support for the school, including record-keeping
- Other specialised program support as relevant

Work collaboratively with other teams across Schools Operations, providing administrative assistance support, across a range of areas, including support for teaching programs as required

Respond to enquiries and initiate action and refer as appropriate

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

Assist in providing advice on policies and procedures

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Year 12 or equivalent competency

Considerable relevant administrative experience at an appropriate level

Well-developed written and verbal communication skills

Well-developed organisational skills and demonstrated ability to meet deadlines

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

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

Commitment to providing a high level of quality customer service

### **Special requirements (selection criteria)**

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There are no special requirements

### **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)

<b>Position Title</b>	School Operations Officer
<b>Classification</b>	Level 5 (Dual classification: Level 4 or Level 5)
<b>School/Division</b>	College Services
<b>Centre/Section</b>	Schools Operations
<b>Supervisor Title</b>	Coordinator (School Operations), Senior Coordinator (School Operations)
<b>Supervisor Position Number</b>	320114
<b>Position Number</b>	320678

## Your work area

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College Services provides academic administration and technical support services to the University's schools, including Heads of School, academic staff and research students. The team is committed to providing effective and efficient services in support of the Schools' and University's strategic objectives, with a focus on continuous improvement and best practice. The Schools Operations team provides academic support services and general administrative support to the University's Schools.

## Reporting structure

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Reports to: Reports to: Coordinator (School Operations), Senior Coordinator (School Operations)

## Your role

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As the appointee you will, under general direction, provide expertise in a wide variety of administrative duties to support the operations of a school(s) and its programs. You will work collaboratively across teams to ensure high quality service provision and responding to changing demand

## Your key responsibilities

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Plan, coordinate and provide a range of administrative functions associated with school operations, which may include but is not limited to:

- Research/HDR student on-boarding and administrative support
- Administrative support for graduate research coordination
- Prizes and scholarships
- Office allocation & access
- Minor updates to University websites and Intranet pages
- Support internal and external engagement activities undertaken by the school
- Prepare agenda and minutes for committees and take follow up action
- General Office support for the school
- Other specialised program support as relevant

Work collaboratively with other teams across Schools Operations, providing administrative support across a range of areas, including support for teaching programs as required

Respond appropriately to complex and detailed enquiries using judgement and initiative

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

Provide in depth advice and information on policies and procedures

Suggest and implement improvements including workflow and practices

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualifications

Substantial relevant administrative experience at an appropriate level

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to prioritise and meet deadlines

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

Ability to work independently, show initiative and work productively as part of a team

Commitment to providing a high level of quality customer service

### **Special requirements (selection criteria)**

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There are no special requirements

### **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)