



SENIOR ADMINISTRATIVE EXECUTIVE

SCHOOL/UNIT	School of Science
SUB-UNIT	Education Management Office
CLASSIFICATION	HEW Level 6
WORK LOCATION	Main campus

ORGANISATIONAL CONTEXT

Monash University is a modern, global, research-intensive university, delivering education and research excellence in Australia and across the Indo-Pacific. We are making a positive impact on today's global challenges – whether by mitigating climate change, easing geopolitical insecurity or fostering healthy communities. Monash University is Australia's largest university and a member of the prestigious Group of Eight, a group of Australia's eight leading research universities. We have been consistently ranked among the world's top universities, at 42nd globally in the QS World University Rankings and 54th in the Times Higher Education World University Rankings in 2024, reflecting our strong commitment to academic and research excellence.

Monash University is a global university with four campuses in Australia and a campus in Malaysia and Indonesia. In India, Monash Research Academy is a postgraduate research and PhD training partnership with the Indian Institute of Technology Bombay, whilst Monash-Suzhou is a partnership between Monash University and Southeast University focused on world-class research and training in China. The Monash University Prato Centre meanwhile provides a European base for international research and education. Additionally, Monash has extensive international partnerships and study abroad programs with more than 100+ partner universities around the world.

Established in 1998, Monash University Malaysia is Monash's third-largest campus and one of Malaysia's most respected higher education institutions. More than 9,700 students representing approximately 77 nationalities are currently enrolled at Monash Malaysia, and they enjoy a quality study experience supported by committed staff members. We place a strong emphasis on student experience and strive to produce graduates who can lead and contribute to their local and regional communities. Our graduates can be found in positions of importance all over the world. Since welcoming our first cohort of 417 students, we have graduated more than 27,500 students, including 800 PhDs.

We pride ourselves in educational excellence, offering degrees in arts and social sciences, business, engineering, information technology, medicine, psychology and health sciences, pharmacy, and science across seven schools. New courses in emerging areas, including artificial intelligence, data science, digital business and pharmaceutical science, expand our range of internationally-recognised degrees for a changing world. We invest in constantly upgrading our

facilities to incorporate cutting-edge teaching and learning technology to enhance our students' and staff's experience.

In line with Monash University's strategic plan, Impact 2030, our research focuses on issues of national and global significance. We strive to formulate and implement solutions that could mitigate the effects of climate change, promote geopolitical security in the ASEAN region and improve health and wellbeing to enable communities to thrive. Our [research projects](#) and [researchers](#) are making long-term and sustainable impact across health, economics, policy, technology, the environment and society at large. We also offer a broad range of [world-class infrastructure and services](#) to support the needs of the research community and industry.

Our campus is located in Greater Kuala Lumpur, one of the region's industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research are oriented towards deep engagement with this dynamic socio-economic and industrial landscape.

Monash University Malaysia is committed to delivering quality education and research to address the global challenges of our time, and we have ambitious plans to reach our goals. Join us as we make a positive difference for the betterment of communities worldwide.

For further information, please visit www.monash.edu.my.

FACULTY OF SCIENCE

One of ten faculties at Monash, and one of the largest science faculties in Australia, Science has a total enrolment of approximately 3,500 students. Six schools offer a large and diverse range of disciplines in undergraduate and postgraduate courses. The Faculty of Science has a strong research reputation. The Faculty's research spans the theoretical to the applied, contributes to new knowledge and technologies, and challenges how we interact with the world. The Faculty's mission is to provide innovative, comprehensive and student-centred programs in science education, and to conduct highly original and significant research to the best international standards.

Schools in the Faculty of Science include:

Clayton Campus, Melbourne:

- School of Biological Sciences
- School of Chemistry
- School of Earth, Atmosphere and Environment
- School of Mathematics
- School of Physics and Astronomy

Malaysia Campus

- School of Science

The School of Science is among seven established Schools in Monash University Malaysia with a range of bachelor's degrees, honours and postgraduate programs with the curriculum features units identical to the prestigious Monash University in Melbourne, Australia. The programs span medical bioscience, food science and technology, microbiology, chemistry, genomics, biotechnology, tropical environmental biology and applied data sciences. These disciplines foster

interdisciplinary collaborations that yield holistic solutions to global challenges. In pursuit of knowledge towards innovation and making a significant impact on society, the dedication to excellence, curiosity for research, and embracement of diversity paves a future where science is a force for transformation.

The School of Science advocates of research-led learning, where classroom theories intersect with cutting-edge research. By merging education and research, we expose our students to the forefront of scientific inquiry. This approach doesn't just create graduates; it nurtures visionaries armed with the tools to shape the world.

The interdisciplinary research work on critical problems at the intersection of biology, chemistry, medicine and data analytics to deliver solutions for food security, water, environment and health. The key research areas include:

- Green and Sustainable Chemistry
- Functional and Future Food
- Genomics and Big Data Analytics for One Health
- Drug Discovery and Development
- Tropical Biodiversity and Conservation Biology

Innovation thrives in conducive environments. The School of Science provides state-of-the-art facilities that incite discovery. From cutting-edge laboratories in genomics, drug discovery & development to technological hubs in food and physical sciences and genomics, our facilities foster collaboration, experimentation, and the pursuit of new frontiers. Our advanced Genomics Platform is the first laboratory and research platform at Monash University Malaysia to achieve the ISO 9001:2015 standard, awarded for providing consistent and quality service. The platform has produced over 181 publications and generated more than 2.5 terabytes of sequencing data.

The School of Science envisions a future where science is an accelerator for progress. As we tread the path of innovation, collaboration, and discovery, we invite you to join us on this transformative journey. Together, we can reshape societies, drive sustainable development, and unlock the boundless potential that science holds.

For further information, please visit <https://www.monash.edu.my/science>

POSITION PURPOSE

The Senior Administrative Executive is responsible for a broad range of communication and administrative duties in the delivery of effective and high quality student and academic services across the School of Science. With a focus on operational excellence, the incumbent provides services to facilitate all aspects of the student life cycle, including student enquiries, admission, enrolment, orientation and transition, course progression and completion, and administrative support for a range of co-curricular programs. The incumbent develops, writes and coordinates external communication contents (digital and print) including website and various other digital communication channels to engage with students and stakeholders.

Reporting line: The position reports to the Manager, Education Management Office under general direction.

Supervisory responsibilities: Not applicable

Financial delegation: Not applicable

Budget responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provides effective and high quality services to facilitate all aspects of the student life cycle, including student enquiries, admission, enrolment, exchange and study abroad, course advice, course progression and completion, professional placements and administrative support for a range of co-curricular programs in accordance with University and Faculty policies, procedures and guidelines.
2. Administer and support coordination in relation to education grant management, timetabling, course and unit improvement plans.
3. Plan, implement and coordinate a program of complex administrative social media processes and systems including design and execution of campaigns and content in accordance with agreed standards (such as Monash branding and tone of voice) and timeframes to increase engagement, visibility and membership of the School of Science social media channels in achieving its marketing, recruitment and other profiling goals.
4. Provide service to a range of administrative and academic committees, including preparation of agendas, papers, minutes and correspondence according to the nomination by the Head of School.
5. Undertake the collection and analysis of data, and provide reporting and insights in order to contribute to the strategic decision-making process and accreditation reporting.

KEY SELECTION CRITERIA

1. The appointee will have:
 - a degree in a relevant field with subsequent relevant experience, or
 - extensive experience and specialist expertise or broad knowledge in administrative fields, or
 - an equivalent combination of relevant experience and/or education/training
2. Service delivery: Ability to work in a fast-paced environment, exceptional multi-tasking skills, and agile to changing priorities and deadlines.
3. Communication: Excellent written and verbal communication skills, with ability to interact effectively with a diverse range of stakeholders and negotiate positive outcomes to complex issues while maintaining strict confidentiality and communicating in a sensitive manner.
4. Innovation and reform: Demonstrated commitment to innovation and reform to generate improvements and foster positive outcomes.
5. Digital: Well-developed skills in the use of digital technology, including online platforms (G Suite) for collaboration and work management. Experience working across a broad range of social media platforms and tools, with ability to deliver creative and engaging online content (text, image and video) will be an added advantage.

OTHER JOB RELATED INFORMATION

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Personal Data Protection; Research Conduct; and Staff/Student Relationships.