



# ADMINISTRATION ASSISTANT TRAINEE

DEPARTMENT/UNIT	Office of the Pro Vice-Chancellor Indigenous
FACULTY/DIVISION	Deputy Vice-Chancellor and Vice President (Education)
CLASSIFICATION	HEW Level 2
DESIGNATED CAMPUS OR LOCATION	Clayton campus

## ORGANISATION CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our university and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Portfolio of the President and Vice-Chancellor** provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and university level governance. The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management;
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The **Deputy Vice-Chancellor and Vice-President (Education)** leads Monash University's integrated approach to education, framed by the Monash University Focus Monash Strategic Plan [www.monash.edu/about/who/strategic-plan](http://www.monash.edu/about/who/strategic-plan), and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance and, education policy and quality.

The **Pro Vice Chancellor (Indigenous)** leads the universities agenda around the Aboriginal and Torres Strait Islander Framework, and **Heads** the **William Cooper Institute**, which provides a point of focus for Monash University's engagement in Indigenous scholarship, including overseeing all Indigenous activities university-wide, representing the University externally in Indigenous matters.

The William Cooper Institute connects research, learning and engagement for and about Aboriginal and Torres Strait Islander Peoples and communities through the establishment of a 'hub-and-spoke' model of Indigenous leadership and participation across and within the University.

## POSITION PURPOSE

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The Administration Assistant Trainee will provide overall support as required to all departments while being provided with opportunities to gain experience and professional development in various departments, faculties and specialised areas of Monash University.

**Reporting Line:** The position reports to the Program Manager (Engagement and Employment)

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Following training, provide general information/advice and assistance to members of the public, students and other staff which is based on a broad knowledge of the staff member's work area/responsibility
2. Use of problem solving skills with reference to established techniques and practices
3. Perform a combination of various tasks involving use of IT systems and databases, digital media, email, phone and face to face contact
4. Use of a range of desk-top based programs and Google Suite, e.g. word processing, established spreadsheet or database applications and management information systems (e.g. financial, student or human resource systems)
5. Provide general administrative support to other staff including reception, setting up meetings, assisting with events, answering enquiries and directing others to the appropriate personnel
6. Assist with and sometimes coordinate a range of administrative and customer services such and responding to routine enquiries, assisting with the day to day delivery of work in the faculty/division/specialised area
7. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - Literacy and numeracy to at least Year 12 level;
  - an equivalent combination of experience and training

### Knowledge and Skills

2. Well-developed communication and interpersonal skills and a commitment to providing high levels of customer service
3. Sound organisational skills, including the ability to manage time and meet deadlines
4. Ability to work as an effective member of a team as well as independently under routine supervision
5. Sound administrative skills, including computer literacy and attention to detail and accuracy

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- 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
- A current satisfactory Working With Children Check is required

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to university policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.