



**Australian
National
University**

Position Description

Position Title:	Administrative Officer (Education)
Classification:	ANU Officer Grade 5 (Administration)

PURPOSE STATEMENT

The Administrative Officer (Education) is the first point of contact for operational student administration for the Mathematical Sciences Institute (MSI) within the ANU College of Science. This position provides general administrative support, contributing to the efficient coordination of the day-to-day operations of the MSI, through liaising with staff, visitors and students and providing advice and assistance on a wide range of general and student administration, financial and human resources matters.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Administrative Officer (Education) reports to the School Manager and is required to provide executive support to the Associate Director (Education), Program and Course Convenors. The Administrative Officer (Education) undertakes a broad range of student administrative tasks relating to day-to-day activities, acting as a first point of contact for administrative services and providing support to a variety of stakeholders including staff, students and visitors, working in partnership with team members and with colleagues in College and Central Divisions.

Role Statement:

Under the general direction of the School Manager, the Administrative Officer (Education) will:

1. Provide executive support to the Associate Director (Education), Program and Course Convenors, including responding to enquiries and providing first-level advice on a wide range of policies and procedures, redirecting enquiries to the relevant staff, when needed, and drafting various reports and general correspondence as requested.
2. Provide high level administrative support, liaising with staff, students and visitors to ensure the efficient and effective delivery of:
 - Student and education services, including admissions, enrolment, timetabling, orientation, teaching room allocation, course permission codes, student assessment and examinations, prizes, scholarships, graduation, coordinator of postgraduate milestones and progress reporting, assist with higher degree by research administration and the coordination of sessional academic staff.
 - Financial administration including the accurate processing of financial transactions, organising reimbursements, preparing travel forms and per-diems and running various periodic and ad-hoc reports.
 - Human resources administration, including the preparation of various paperwork for approvals, basic HR system processing and reports and providing support with casual sessional staff appointments, visitors and local area induction.

3. Provide general administrative and secretarial support on a range of other matters including, but not limited to: outreach, collating and placing stationery orders, arranging access cards and IT access and ensuring appropriate maintenance of office space and equipment.
4. Maintain the School website, liaising with various stakeholders to collect information and update relevant sections.
5. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
6. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Demonstrated relevant experience in an administrative role in a complex environment. Relevant qualifications will be highly regarded, as will experience in student administration.
2. Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
4. Proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

References: [Professional Staff Classification Descriptors](#)