**Position Title** Academic Services Officer

**Classification** Level 5

**School/Division** College Services

**Centre/Section** Academic Services

**Supervisor Title** Team Leader, Academic Services

**Supervisor Position Number** 316998

**Position Number** 317146, 317147, 317148, 317149, 317150, 317151, 317152, 318366

## 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 Faculty. 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 Medical School of the Faculty of Health and Medical Sciences, 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, Academic Services

## Your role

Under limited direction of the Academic Services Team Leader, you will provide a high level of administrative support to the area and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation.

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

## Your key responsibilities

Plan and coordinate a range of administrative functions associated with services provided by the Academic Services Team across the Faculty, and specific general administrative services required by a site.

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)

Relevant tertiary qualifications or equivalent competency.

Substantial relevant administrative experience at an appropriate level.

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

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

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

Highly developed written and verbal communication skills.

Commitment to providing a high level of quality customer service.

## Special requirements (selection criteria)

The RCSWA operates across rural sites and an urban centre, with staff based at their assigned location.

National Police Clearance.

## Compliance

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

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