

Administration Officer – Rural Program Delivery

College/Division	College of Health and Medicine
School/Section	Rural Clinical School, Tasmanian School of Medicine
Location	Burnie Hospitals Campus
Classification	HEO4
Reporting line	Team Leader, Rural Clinical School
Date	March 2024

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking an Administration Officer – Rural Program Delivery to work at the Rural Clinical School (RCS) in Burnie. The Rural Clinical School is part of the [Tasmanian School of Medicine](#), within the [College of Health and Medicine](#). The position works as a member of the academic administration team, under the direction of the Team Leader, and provides a range of administrative and support services that are critical to the delivery of the medicine program in North West Tasmania and the development of medical training pathways.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Support the Team Leader to co-ordinate, organise, and timetable the RCS undergraduate learning and teaching programs including but not limited to planning program delivery, administrative support for student examinations and other assessments, course and unit administration, timetable development, and miscellaneous data collection and entry.
- Work with other members of the Academic Administration Team as a point of contact to address student, staff, and stakeholder enquiries including the provision of on-site reception services when required.
- Assist other members of the broader School administration services team to plan, organise and deliver a variety of learning and teaching activities, educational workshops and promotional events.
- Undertake other duties as reasonably assigned by the Supervisor.

What We're Looking For (success criteria)

- A combination of experience and/or education and training relevant to the requirements of the position.
- Proficiency in using digital systems and software applications, with a particular emphasis on developing and maintaining spreadsheets with a high level of accuracy and attention to detail.
- Demonstrated high level interpersonal skills including the ability to maintain confidentiality.
- Ability to develop and maintain quality working relationships with academic and professional staff, students, and a variety of health professionals.
- Experience in office administration including the ability to prioritise tasks to meet deadlines.

- Initiative and flexibility with skills to work independently and as team member in a dynamic work environment

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>