

Position Description

Administrative Assistant



Faculty/Portfolio	Faculty of Health
School/Centre	School of Medicine
Basis of Employment	Part Time 0.5 FTE (18.37 hours per week)
Primary Location of Work	Deakin Rural Health is located at Western District Health Service in Hamilton
Classification	HEW 4
Reporting Line	Rural Multidisciplinary Placement Coordinator

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[School of Medicine](#)[Faculty of Health](#)[Benefits of working
at Deakin](#)[Deakin's Strategic
Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The primary purpose of the Administrative Assistant is to assist in the administrative activities that Deakin undertakes to achieve its performance targets under the Rural Health Multidisciplinary Training (RHMT) program. This will include general administrative and project duties to support School and DRH staff and related education and training programs.

Key Relationships:

Internal	<ul style="list-style-type: none">• The appointee will work closely with students and staff involved with Deakin's RHMT activities, including student tracking projects, compilation of student placement data and assistance with defined elements of Deakin's RHMT-funded student support initiatives.• Faculty of Health teams (Business Services, Student Experience Team, Marketing, WIL, Health, Safety and Environment, IT)• Deakin Student Administration• Facilities
External	<ul style="list-style-type: none">• The appointee may have regular contact with local health stakeholders, including public hospitals, non-government organisations, councils and community groups to support, infrastructure and training capacity.

PRINCIPAL RESPONSIBILITIES

- Support the Rural Multidisciplinary Coordinator and Student Support Officer with the provision of information and advice to Faculty of Health students and staff regarding support options available for rural clinical placements.
- Provide administrative support for all rural reporting requirements and grant administration.
- Provide committee secretariat support identified by the DRH Director and School Manager, such as ARHEN (e.g., represent DRH on the ARHEN service-learning network).
- Provide administrative support and assistance to the RHMT Research team.
- Provide relevant information and advice to students and staff around support options available including financial assistance (eligibility criteria and application process), accommodation (location options and application process) and OH&S obligations and requirements (support contact information etc.).
- Assist with preparation, collation and distribution of reports and promotional material related to RHMT-funded student support options, including promotional flyers, and appropriate online content.
- Assist with monitoring and maintaining databases that track student activity and provide relevant data and information to assist with the completion and maintenance of Student Placement Agreements and RHMT reporting requirements.
- Organise meetings, functions, workshops and conferences for DRH related activities.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- Completion of a diploma level qualification and subsequent relevant work experience (administrative) OR an equivalent combination of relevant experience and/or education/training.

Capabilities and Personal Attributes:

- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required.
- Well-developed communication and customer service skills, including an ability to provide effective and appropriate advice and information to a variety of people and to use discretion with confidential information.
- Proven organisational and administrative skills, including an ability to prioritise workload, meet deadlines and manage a varied workload in a busy environment, and capacity to be flexible in responses to changed work priorities.
- Good written communication skills including the ability to compile and prepare reports, respond to email enquiries from a varied audience and other documents under direction.
- High level computer skills including experience with the Microsoft suite.

SPECIAL REQUIREMENTS

- Victorian Driver Licence (travel between sites may be required).
- Working with Children Check.
- Deakin encourages staff to take recreation leave regularly to promote a healthier workplace. Leave must be taken at a mutually convenient time which meets the operational needs of the University and, where possible, the staff member's needs in this role, there are peak operational periods in which recreation leave may not be approved.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.