



## POSITION DESCRIPTION

**Academic Support Office**  
Faculty of Fine Arts and Music

### Admissions Assistant

<b>POSITION NO</b>	0023608
<b>CLASSIFICATION</b>	PSC 4
<b>SALARY</b>	\$41.25 per hour
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>BASIS OF EMPLOYMENT</b>	Casual
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Adam Downs Tel +61 3 8344 5258 Email <a href="mailto:adowns@unimelb.edu.au">adowns@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

This position plays a key role in assisting with admissions activity for the 2019 start-year intake, including application triage, scheduling and coordinating auditions, utilising admissions and scheduling software applications, communicating with applicants, and working closely with members of the Academic Programs team within the Academic Support Office of the Faculty of Fine Arts and Music.

### ***1. Key Responsibilities***

#### **1.1 ADMISSIONS SUPPORT**

- ▶ Schedule selection auditions and interviews for undergraduate and graduate coursework programs at the Faculty of Fine Arts and Music.
- ▶ Communicate with academic and professional staff regarding auditions and interview coordination.
- ▶ Prepare audition/interview paperwork and coordinate audition logistics.
- ▶ Provide support for application triage, including calculating average grades.
- ▶ Communicate with applicants and answer admissions queries.
- ▶ Provide support to issue application outcomes.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

### ***2. Selection Criteria***

#### **2.1 ESSENTIAL**

- ▶ Demonstrated ability to take instructions and work independently.
- ▶ Demonstrated ability to work effectively in a team environment.
- ▶ Demonstrated ability to act with diplomacy and discretion and to handle information in a confidential manner.
- ▶ Strong communication (written and oral) and interpersonal skills with the demonstrated competency to deliver high-level customer service to a range of stakeholders.
- ▶ Strong organisational skills with high level of attention to detail and accuracy.
- ▶ Ability to utilise IT systems to manage data and/or logistics

#### **2.2 DESIRABLE**

- ▶ Knowledge and/or experience working in the performing and creative arts.
- ▶ Experience with University IT systems, such as StudentOne

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work under the direction of the Academic Programs Manager and will be responsible for prioritising his/her tasks as a member of the team.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent will be required to apply knowledge of IT systems training and experience to solve problems and will also require problem solving and judgement skills to prioritise and manage day-to-day activities.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent will apply experience and knowledge with relevant University, Faculty and OH&S policies and procedures when liaising with staff, students and the general public.

#### **3.4 BREADTH OF THE POSITION**

The responsibilities of the position are reasonably contained within the Academic Programs Team however will require flexibility, the ability to work autonomously and a collegial approach.

### ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **5. Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 FACULTY OF FINE ARTS AND MUSIC**

<https://finearts-music.unimelb.edu.au/>

### **6.2 THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### **6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025**

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

#### 6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>