

**Position Description**

**Executive Assistant**

**Position No:** 50001960

**Department:** Office of Executive Director

**Division:** Student Services & Administration

**Campus/Location:** Melbourne (Bundoora)

**Classification:** Higher Education Officer Level 6 (HEO6)

**Employment Type:** Fixed Term. 3 months, part -time 0.6 FTE, 4 days per week

**Position Supervisor:** 50039047 **Number:**

**Other Benefits:**  <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University  [http://www.latrobe.edu.au/about](%20http://www.latrobe.edu.au/about)

Student Services and Administration – <http://latrobe.edu.au/>

**For enquiries only contact:**

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**Position Description**

**Executive Assistant**

**Division Overview**

Working as a single division to ensure the seamless connection between student and academic staff support, Student Services & Administration aspires to be a trusted and valued partner delivering outstanding student experience in the pursuit of student success.

Student Services & Administration is the full range of student administration and student support services – front line customer service, admissions to graduations, counselling services, equity and diversity, child care, accommodation services, inclusive resources development and campus life functions.

With core accountabilities spanning the entire student lifecycle, Student Services & Administration leverages the diverse knowledge and skills of individuals and teams working as one to deliver an exceptional and seamless customer experience. Embracing the principle of “one division- many campuses” Student Services & Administration will help deliver student success outcomes through collaboration and synergies across all its teams.

**Position Context**

The Executive Assistant is responsible for providing executive support to the Executive Director, Student Services & Administration , exercising a high degree of initiative, organisation and confidentiality. This includes providing a diverse range of office administration support and being the first point of contact for internal and external clients of the Student Services & Administration division. The role also has responsibility for the provision of a range of authoritative advice and coordination of administration services to ensure the effective and efficient management of the Student Services & Administration division.

The incumbent will also coordinate formal and informal functions and events on behalf of the Executive Director.

The incumbent will undertake a variety of functions which are specified in the annual performance plan.

Student Services & Administration staff are required to employ and maintain a professional, positive and solution orientated approach across all work practices and daily interactions.

**Duties and level of responsibility include, but are not limited to:**

Effective professional management of the Office of the Executive Director, Student Services & Administration and Administration, including:

* Effective diary management through a solid understanding of the business, relative priorities and appropriate internal and external delegations.
* Manage highly sensitive phone calls, incoming mail and provide appropriate actions.
* Coordinate travel arrangements for the Executive Director and senior staff within Student Administration.
* Procure office equipment and ensure appropriate resources to accommodate fluctuating staff levels over the annual student administration cycle.
* Prepare the La Trobe academic year calendars for approval by senior committees.
* Manage and prepare Contractors Agreements with contractors engaged by the portfolio, escalate to Legal Services where necessary. Liaise with Legal Services for long form contracts.
* Act on subpoenas, requests for information from police, solicitors, law enforcement agencies and other agencies e.g. Veterans Affairs.
* Manage purchases for the Office of the Executive Director and for student administration from quotes through to payments. Coding and submitting using Expensify.
* In conjunction with the Senior Student Services & Administration team identify and implement opportunities for improvement in processes.
* Work collaboratively as a member of the Executive Director’s administrative team and undertake other administrative functions and tasks as directed for the Executive Director, Student Services & Administration and Administration.

**Key Selection Criteria:**

* A degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience leading to either the development of specialist expertise or the development of broad knowledge in technical and administrative fields, or
* An equivalent alternate combination of relevant knowledge, training and/or experience.
* Excellent communication skills and the ability to interact effectively with staff, students and members of the public.
* Demonstrated organisation and planning skills including the ability to prioritise, mange workflows, workload and resources to effectively meet competing deadlines.
* High level interpersonal and communication skills, a demonstrated ability to interact effectively with staff at all levels and liaise with people from varying backgrounds with tact, discretion and in the strictest confidence.
* Proven ability to work independently and as part of the team.
* Demonstrable skills in diplomacy and confidentiality.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are ***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only Initials: Date: