



**Australian
National
University**

Position Description

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| Position Title: | Assistant Centre Administrator |
| Classification: | ANU Officer Grade 4 (Administration) |

PURPOSE STATEMENT

The Assistant Centre Administrator provides general administrative assistance, contributing to the efficient coordination of the day-to-day operations of the Centre.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Assistant Centre Administrator plays a key role in providing general administrative assistance and attending to enquiries, providing first level advice and escalating more complex enquiries to the appropriate responsible staff.

Role Statement:

Under general direction, the Assistant Centre Administrator will:

1. Act as the first point of contact for enquiries and general administrative tasks, providing advice on a range of University policies and procedures and redirecting more complex enquiries to the appropriate staff.
 - Financial administration including accurate processing of financial transactions and organising reimbursement of expenses.
 - Human resources administration, including the preparation of various paperwork for approval, basic HR system processing and appointment of visitors.
 - Assist with meeting organisation and travel arrangements.
 - Student and education services, including timetabling, student assessment, higher degree by research administration and the coordination of sessional academic staff.
2. Create and maintain various administrative contact and e-mail lists and assist with routine web maintenance as required.
3. Liaise and develop networks with administrative and executive support staff within the area and the University.
4. Comply with all ANU policies and procedures, in particular those relating to the Code of Conduct, work health and safety and equal opportunity.
5. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Demonstrated administrative experience in a client-facing role in a complex organisation. Qualifications and/ or relevant training will be highly regarded.
2. Demonstrated customer service skills and ability to liaise with stakeholders in a culturally diverse environment and to communicate effectively both verbally and in writing.
3. Proven ability to prioritise own workload and to work both independently on routine tasks and as part of an administrative team, escalating issues when needed.
4. Proficient computer skills with demonstrated experience using the MsOffice suite. Previous experience maintaining website content will be highly regarded.
5. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

References: [Professional Staff Classification Descriptors](#)