



GRADUATE RESEARCH COORDINATOR

DEPARTMENT/UNIT	Faculty of Information Technology
FACULTY/DIVISION	Information Technology Faculty Office
CLASSIFICATION	HEW Level 6
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The **Faculty of Information Technology** is represented on two campuses in Australia – Caulfield and Clayton – and in Kuala Lumpur, Suzhou and Johannesburg. It undertakes teaching and research across a broad range of information technology disciplines: computer science, computational science, data science, intelligent systems, software engineering, network computing (including distributed, wireless and mobile computing), information systems (including enterprise systems), business intelligence and decision support, multimedia computing and applications, information management (including archival and library systems), and knowledge management.

POSITION PURPOSE

The role provides a comprehensive range of services for prospective and enrolled graduate research students and provides advice and support to the academic and professional staff engaged in graduate research activities in the faculties. The position proactively manages the administration and implementation of research training policies, procedures and record keeping responsibilities for the unit primarily at Clayton Campus but also at the other campuses as required.

Reporting Line: The position reports to the Research Development & Graduate Research Senior Coordinator under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide timely and accurate advice and administrative support to current and prospective postgraduate students on a range of matters relating to admission, enrolment, scholarship application and University candidature regulations and processes and acting as the first point of contact for enrolled graduate research students
2. Coordinate the processing of candidature applications for graduate research courses and coordinate the administration of Faculty graduate research students, from enrolment through to submission of thesis, including processing of variations. Develop, implement and maintain appropriate records management systems to monitor student candidature
3. Coordinate arrangements for new graduate research students, including preparation of facilities and Faculty induction and orientation procedures and implementation. Organise and manage Faculty HDR inductions, workshops and other events as appropriate
4. Coordinate the administration of student milestones, scheduling seminars, organising panels, facilitating paperwork submission and ensuring compliance with Faculty and University regulations
5. Provide assistance during the graduate research scholarship application and ranking process (from application through to admission stage) including initial eligibility assessment, writing of H1E cases and ranking of applicants, providing expert advice to the Faculty Graduate coordinators and Associate Dean Graduate Research during the scholarship process
6. Provide direct back up for the other Graduate Research Coordinators, one of whom is located at Caulfield campus. This will require regular attendance at Caulfield Campus at various times

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree/tertiary qualification in administration or management with subsequent relevant experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive knowledge and understanding of the academic environment and university/higher education organisation and how the University relates to industry and the community
3. A high-level of computer literacy, proficiency in the use of the Microsoft Office suite of applications, and demonstrated experience with computer based record systems and student management systems e.g. Callista
4. Superior organisational skills, together with adaptability and the capacity to investigate and apply new methods of administration and organisation, and demonstrated ability to meet deadlines and to prioritise work effectively
5. Proven ability to work cooperatively with a wide range of people, dealing with diverse and sometimes sensitive inquiries
6. Demonstrated ability to work independently and solve problems without direction
7. Excellent written and verbal communication and interpersonal skills and the ability to develop and maintain constructive work relationships at all levels and across a diverse range of staff and students

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.