



POSITION DESCRIPTION

Position Title:	Administration Assistant
Employer:	UQ College (UQC)
Reference Number:	UQCHR03022203
Type of Employment:	Fixed Term (2 Years)
Remuneration:	Salary \$59,745 + 10.5% Superannuation

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes.

UQ COLLEGE

UQ College Limited (UQC) was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to a number of TESOL courses, UQC delivers the Foundation Program; Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) courses.

UQC Test Services provides support and delivery of Pearson (PTE-A) English Language Proficiency tests for university entrance, professional registration and visa applications.

Information about UQC may be found at <https://www.uqcollege.uq.edu.au/>

DUTY STATEMENT

Primary purpose of position

The primary purpose of this position is to provide a high standard of administrative and operational support to the staff of UQ College.

Duties:

Duties and responsibilities include, but are not limited to:

- Provide general administrative support to UQC staff and respond to a range of staff enquiries including access to systems and resources.
- Provide support to UQC teaching staff, including set up of audio-visual and other classroom equipment, basic operational troubleshooting and escalation of issues as required.
- Provide administrative assistance with activities associated with support of UQC programs including, orientation, examinations, and graduation.
- Assist staff with enquiries regarding general operations of UQC including room bookings, stationery, photocopying and printing.
- Format examination papers using MS Office applications.
- Enter data into multiple information systems.
- Order and maintain stationery supplies, paper stocks, and other consumables.
- Escalate minor building maintenance and cleaning issues as work requests via UQ Archibus.
- Update door security systems and program access to classrooms.
- Undertake other duties relevant to the position as directed by the Operations Officer.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University.
- All staff are expected to treat students, including young learners, with respect and understanding and addressing their concerns at all times. Staff must be familiar with UQC's child and youth policies which support the safety and wellbeing of children and young people in our care
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

Reporting Relationships

The position reports to the Operations Officer, UQ College.

SELECTION CRITERIA

Essential

- Completion of Year 12, with a minimum 12 months' work experience in service delivery functions and/or equivalent combination of relevant training and professional experience.
- Demonstrated experience in managing multiple tasks concurrently, whilst taking full accountability for the efficient delivery of set tasks within agreed timeframes and to agreed service standards.
- Experience working with the Microsoft suite of applications; Word and Excel to intermediate level.
- Demonstrated ability to rapidly acquire working knowledge of multiple information systems.
- Demonstrated ability to complete work requiring a high level of attention to detail.
- Strong oral and written communication skills.
- Demonstrated ability to establish and maintain working relationships with key clients ensuring service delivery meets key requirements.

Desirable

- Familiarity with classroom audio-visual equipment and ability to troubleshoot typical problems.
- Familiarity with the operation of general office equipment.
- Current Driver's Licence

Further information

For further details please contact:

- Neil Marsh, Senior Manager Corporate Services, UQ College
- Phone: (07) 3346 6536
- Email: hr@uqcollege.uq.edu.au

How to Apply: Please apply via Seek.

It is a **requirement** to submit the following with your application:

- Resume
- Cover letter including response to selection criteria (no more than 2 pages)

Applications Close: 5pm Friday 3 February 2023.