

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Administrative Officer Level: 5
Faculty/Division: Commerce Department/Location: Accounting and Finance

Primary purpose of the position:

The Faculty of Commerce aims to become the best place in Australia to teach and learn Commerce and therefore has a strong commitment to providing high quality services to staff and students. The School of Accounting and Finance is one of the three Schools within the Faculty of Commerce. The position will provide high level administrative support to the School. The position will be part of a small administrative team within the School and will be responsible for undertaking various administrative tasks which include high level proactive support in ensuring the School administrative operations are continually operating efficiently and effectively.

Position Environment:

The Faculty of Commerce is committed to inspiring socially innovative commerce through research and teaching. We have a strong reputation, both within Australia and overseas, for the quality of our research and teaching. Our reputation is reflected in the demand for the Faculty's courses in Australia (Wollongong; Sydney; South Coast and Southern Highland campuses) and off-shore (Dubai and other South-East Asia institutions). The Faculty has significant local, national and international research linkages that contribute strongly to each School's robust research profile. This is further sustained by strong outputs and the attraction of high caliber research students.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. High level administrative support to the School including: <ul style="list-style-type: none"> • Supporting and assisting the School Administration Manager in teaching and learning related functions such as: <ul style="list-style-type: none"> ○ Subject Arrangements ○ Curriculum and subject reviews ○ Course and calendar handbook maintenance ○ Timetabling ○ Subject database management ○ Accreditation of courses • Coordinating and Maintaining the School's website • Coordinating and Maintaining Student Awards • Event development, planning and coordination • Coordination of administration of Casual Academic Teaching Employees 	60%	
2. Support and coordination of general School administration, including but not limited to: <ul style="list-style-type: none"> • Responding to complex staff and student enquiries via various means • Working with the administration team as required in relation to casual 	30%	

Tasks	Percentage of time	Office Use Only
academic teaching staff, subject outlines, exam coordination, teacher evaluations and exam invigilation <ul style="list-style-type: none"> Continuous development and maintenance of reports, policies and procedures for the school Contribute to the planning and delivery of special administrative projects 		
3. Records management leadership and coordination for the school	10%	
4. Work with other Faculty of Commerce Units to ensure seamless service delivery.	Ongoing	
5. General administrative tasks expected of a position of this level	Ongoing	
6. Provide support for Faculty events and projects when appropriate	Ongoing	
7. Observe principles and practices of Equal Employment Opportunity	Ongoing	
8. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ongoing	

Reporting Relationships:

Position Reports to: School Administration Manager

The position supervises the following positions: May provide supervision to casual general staff as required

Other key contacts: School Executive Team
Commerce Central
Academic Registrar's Division

SELECTION CRITERIA - Knowledge & Skills:

- Essential:
- High level of interpersonal and communication skills including demonstrated ability to effectively and sensitively communicate within a cross cultural environment at all organisational levels
 - Excellent organisational, time management and administrative skills
 - Excellent team work skills including the ability to work cooperatively, flexibly and effectively in a team
 - Demonstrated negotiation, conflict resolution, analytical and problem-solving skills
 - Proven track record of managing high workloads in a multifunctional environment
 - Proficient in the use of various software for undertaking high level administrative tasks such as Microsoft Office and web based organizational databases.

SELECTION CRITERIA - Education and Experience:

- Essential:
- Degree in an appropriate discipline and/or a combination of experience and education/training deemed to be equivalent
 - Demonstrated ability to implement and manage administrative processes
 - Demonstrated ability to balance multiple priorities and work to deadlines
 - Demonstrated excellent written and verbal (including presentation) communication skills

- Substantial experience in the development, maintenance, quality assurance and improvement of administrative systems

Desirable:

- Previous experience in a tertiary institution would be highly regarded

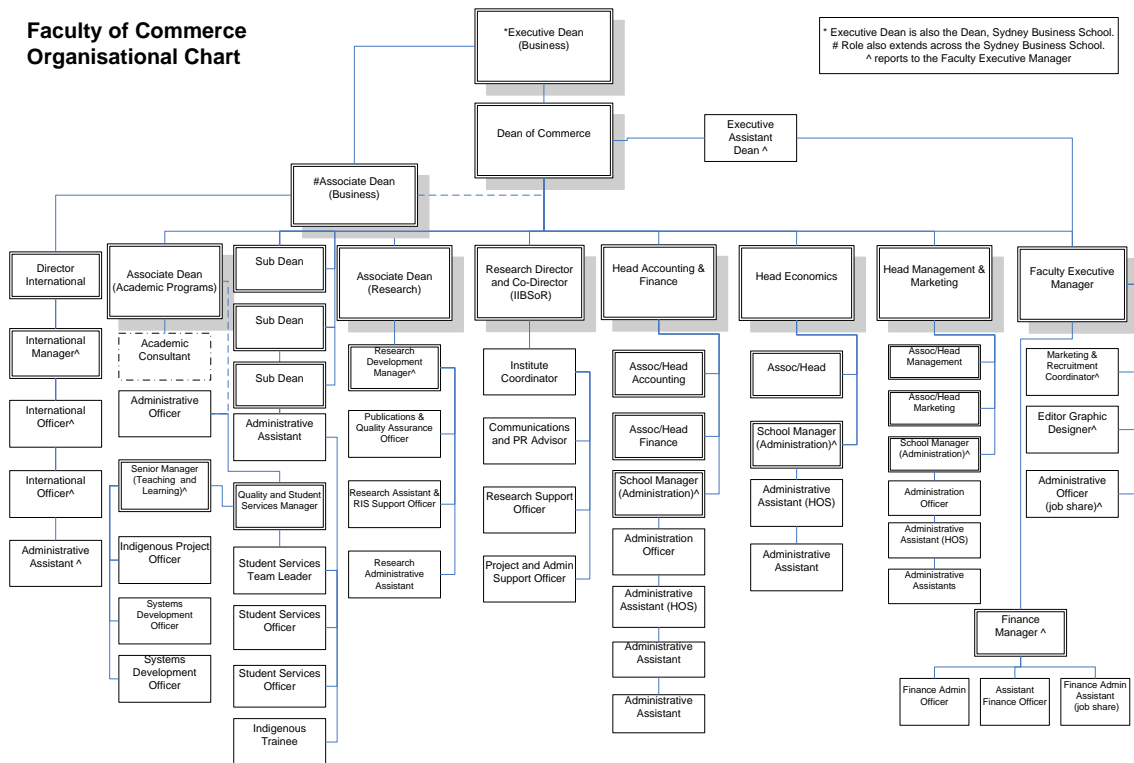
Personal Attributes:

- Ability to take initiative
- Attention to detail
- Flexible
- Commitment to Faculty attributes of innovation, connection, communication, courage, care, collegiality and ethics
- Service oriented attitude

Special Job Requirements:

- Often required to work to meet tight deadlines
- Work in an environment that experiences continuous interruptions.
- May be required to work flexible hours during enrolment period or work outside normal working hours when necessary

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approval by Executive Manager: _____

Date: _____

Approved by Human Resources: _____

Date: _____