

POSITION DESCRIPTION – General Staff For levels 1 to 5

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|-------------------|------------------------|-------------|---------------------------------------|
| Position Title: | Administration Officer | Level: | 3/4 |
| Faculty/Division: | DVC (Education) | Department: | Regional Campuses & Student Diversity |
| Location: | UOW Bega | Hours: | Part time - 21 hours per week |

Primary purpose of the position:

The Administration Officer is required to assist in the day to day management of the Bega campus and provide technical support to staff and students.

Position Environment:

UOW Bega has developed a reputation as a cooperative learning environment with a high standard of academic excellence. We combine an intimate student-centred atmosphere with leading-edge technology that provides interactive access to other UOW campuses. UOW Bega is part of the Regional Campuses and Student Diversity portfolio which focuses on the strategic management of regional campuses and operationalising the University's social inclusion agenda.

Major Responsibilities:

| Tasks | Percentage of time | Office Use Only |
|---|--------------------|--------------------------|
| 1. Provide administrative assistance for UOW Bega including: <ul style="list-style-type: none"> – Preparation for student enrolment and orientation – General clerical duties – Preparation and dissemination of correspondence – Communications with students and staff via email, posters and newsletters | 35% | <input type="checkbox"/> |
| 2. Provide finance support for the UOW Bega Manager including: <ul style="list-style-type: none"> – raising purchase orders and payment of invoices – reconciliation of accounts and petty cash – cash handling and receipting | 30% | <input type="checkbox"/> |
| 3. Assist in the organisation of special events including: <ul style="list-style-type: none"> – enrolment and orientation – information evenings – graduations – scholarship functions, awards announcements and community events. | 10% | <input type="checkbox"/> |
| 4. Provide technical support to students including <ul style="list-style-type: none"> – provision of computer and equipment training and support. – attend to student enquiries on a day-to-day basis and – direct students to relevant UOW services and follow up if necessary. | 20% | <input type="checkbox"/> |
| 5. Provide managerial backup for Bega manager during absence | 5% | <input type="checkbox"/> |
| 6. Observe principles and practices of Equal Employment Opportunity | Ongoing | <input type="checkbox"/> |
| 7. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document | Ongoing | <input type="checkbox"/> |

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: UOW Bega Manager

This position supervises the following positions: N/A

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Strong office administration skills
- Good organisational and problem solving skills, and strong attention to detail
- Good interpersonal, oral and written communication skills
- Possess, or willingness to obtain, a current First Aid Certificate
- Possess a NSW Driver Licence

Desirable

- Knowledge of the tertiary education sector

SELECTION CRITERIA - Education and Experience:

Essential:

- Associate Diploma with relevant work related experience, or experience and/or qualifications deemed to be equivalent
- Experience using Microsoft Office applications, especially Word, Excel and Publisher
- Experience in dealing with financial transactions along with demonstrated knowledge of financial accounting concepts and procedures
- Demonstrated customer service experience
- Experience with computer and equipment training and staff or student support

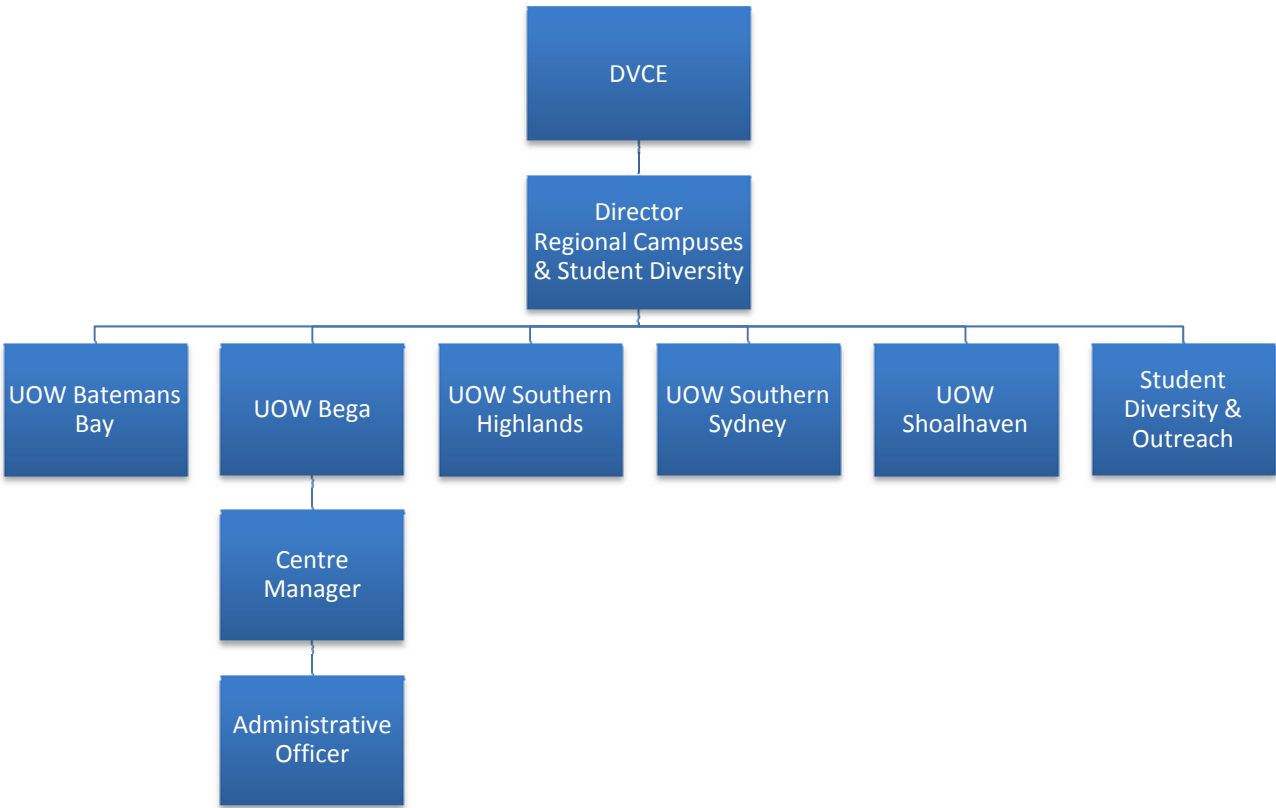
Personal Attributes:

- Ability to multi-task and manage multiple projects
- Ability to work unsupervised
- An ability to communicate with people from diverse backgrounds

Special Job Requirements:

- From time to time out of hours work will be required

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____