

**POSITION DESCRIPTION – General Staff**  
**For levels 1 to 5**

Position Title: Indigenous Administrative Trainee Level: Trainee  
Faculty/Division: Regional Campuses and Student Diversity Location: Batemans Bay

**Primary purpose of the position:**

- To be the initial point of contact for enquiries and to provide basic administrative support for the Batemans Bay Campus
- To gain on the job administrative skills and mentoring to complement formal Business Admin Cert II qualifications at TAFE (with option to continue to Cert III or above)

**Position Environment: (Optional)**

The Batemans Bay Campus is part of a network of University of Wollongong Regional Campuses at Bega, Shoalhaven, Southern Highlands and Southern Sydney. It is a small campus that provides a welcoming and supportive environment for its students and staff. The campus is co-located with Eurobodalla Council Library and TAFE Illawarra Moruya Campus, catering to a diverse range of people who use the facility on a daily basis.

**Major Responsibilities:**

Tasks	Percentage of time	Office Use Only
Under the guidance of the Campus Manager and Outreach Coordinator:		
1. Attend reception desk, answer telephone calls and email enquiries		<input checked="" type="checkbox"/>
2. Provide general office assistance to Campus Staff		<input checked="" type="checkbox"/>
3. Provide basic information to students in regards to course and services information		<input checked="" type="checkbox"/>
4. Order, maintain supplies for SAF supplies, and stationery including MFDs		<input checked="" type="checkbox"/>
5. Assist with on and off campus events such as Graduation, Enrolment, Orientation Information Evenings, other meetings and Promotional activities.		
6. Assist the Outreach Coordinator with recruitment and Indigenous outreach activities		
7. Receipt and distribute assignments		
8. Undertake other administrative support activities when required		
9. Observe principles and practices of Equal Employment Opportunity	Ongoing	<input checked="" type="checkbox"/>
10. Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	Ongoing	<input checked="" 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: Batemans Bay Campus Manager

The position supervises the following positions: N/A

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge of customer service
- Ability to follow University and Faculty procedures
- Competent in the use of computer programs – e.g. Word, Excel; Internet and email
- Sound verbal and written communication skills

## SELECTION CRITERIA - Education and Experience:

Essential:

- Must be eligible to undertake Business Admin Cert II at TAFE Illawarra Moruya Campus, or equivalent course

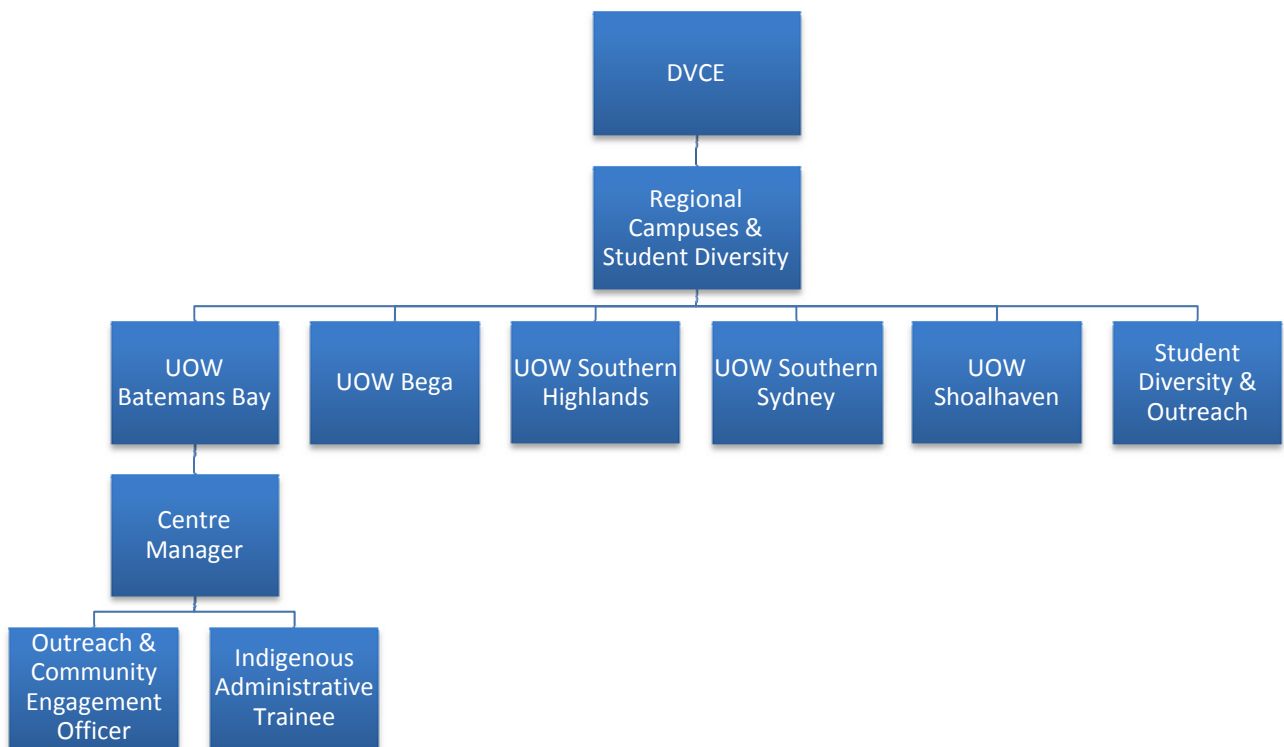
## Personal Attributes:

- Ability to work as part of a team
- Ability to learn new processes and procedures
- Enthusiastic and receptive interaction with clients
- Willingness and commitment to follow confidentiality and privacy procedures.
- Punctual and reliable

## Special Job Requirements:

- This position is identified for Australian Indigenous people, pursuant to section 14 (d) of the NSW Anti-Discrimination Act. Proof of Aboriginality is a requirement.
- Must have current driver's License

**Organisational Chart:**



**Approval:**

Approval by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_