

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Admissions Assistant Level: 3/4
Division: UniAdvice Location: Domestic – Direct Admissions Team

Primary purpose of the position:

This position involves assisting in the processing of direct domestic student applications from the initial application through to issue of offer letters to future students of the University of Wollongong (UOW) and UOW College. The role may involve some work outside normal business hours. The primary purpose of this position is to provide support across a range of administrative functions for the UniAdvice Domestic Direct Admissions Team who case manage student applicants to point of offer acceptance.

Position Environment:

UniAdvice provides marketing and student recruitment services for the University of Wollongong and the UOW College. The Administrative Assistant is responsible for the basic processing functions associated with direct domestic applications.

Major Responsibilities:

Tasks	Percentage of Time
1. Provide high level customer service in relation to all internal customers	10
2. Administrative support for the Domestic Admissions Team including but not limited to: Punching / data entry of applications; Administering online applications; Photocopying, filing, office admin duties	70
3. Provide organisational and administrative support to relevant team members	10
4. Observe principles and practices of Employment Equity & Diversity	Ongoing
5. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	Ongoing
6. Complete task within the scope of policies and procedures	Ongoing
7. Compliance with records management obligations	ongoing

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 sit

Reporting Relationships

Position Reports to: Domestic Admissions Coordinator

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential

- Demonstrated ability to be self-directed while contributing strongly to a team environment
- Demonstrated ability to liaise with individuals at all levels
- Good organisational abilities demonstrating effective prioritization of tasks and problem solving

Desirable

- Ability to interpret guidelines and policies, including ability to adapt and comply with policy and procedural changes
- Understanding of University environment and systems

SELECTION CRITERIA - Education and Experience:

Essential

- Experience using Microsoft Office applications, particularly Outlook, Word and Excel
- Experience in administration and maintenance of databases
- Experience in a role providing high level customer service and responsiveness
- Demonstrated experience and performance in a role requiring accuracy and speed of data entry and use of multiple administrative systems

Desirable

- Experience in using a range of software packages including Microsoft Word, Excel, Outlook and the UOW Student Management Package (SMP)

Personal Attributes:

- Ability to work as part of a team
- Ability to multi-task and meet deadlines
- Commitment to achieving unit goals and objectives
- Willingness and commitment to comply with confidentiality and privacy guidelines and procedures

Special Job Requirements:

- Working to a roster to ensure continuous staffing between 9.00am to 5.00pm
- Some requirement for overtime or work outside normal hours, particularly between September and February
NOTE: annual leave will not normally be granted in these months.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____