

POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Aboriginal & Torres Strait Islander Administration Trainee
Level: Trainee
Faculty/Division: Various

Primary purpose of the position:

To provide basic administrative support to the Unit/Faculty/School/College

Position Environment: (Optional)

The purpose of administrative support in a Business Unit/Faculty/School or College is to support the fundamental administrative business needs of the relevant area. These roles range from staff or student facing and tasks would typically include accepting and responding to student enquiries, scheduling meetings, taking messages, processing forms or applications, preparing documentation, filing, processing mail and providing support to other staff.

The allocation of these tasks or their frequency will depend on the operational needs of the unit in which they are employed.

Major Responsibilities:

Tasks	Percentage of time
1. Attend reception desk, answer telephone calls and emails enquiries	
2. Provide general office assistance	
3. Provide basic information to students in regards to course and services information	
4. Process forms and or applications	
5. Observe principles and practices of Equal Employment Opportunity	Ongoing
6. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	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 situation to use your skills effectively in the position you are applying for at the University.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Ability to follow University and Faculty procedures
- Competent in the use of different computer programs – e.g. Word, Excel

SELECTION CRITERIA - Education and Experience:

Essential:

- Must be eligible to undertake Business Admin Cert III

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.

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.