

Position Title:	Graduate Administration Assistant	Position Number: 00016090	Faculty/Division: DVC & VP(R)				
Classification:	HEO4	No. Direct Reports & Highest Classified Position: 0	School/Branch: Adelaide Graduate Centre				
FTE:	Reports to: Deputy Director	Fixed ⊠ Continuing □	Discipline/Unit:				
Position Summary:	The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching						
	The Adelaide Graduate Centre sits within the office of the DVC(R) and is responsible for all matters to do with research students as well as for Early Career Researchers (ECR)						
	Working under general direction, the Graduate Administration Assistant is responsible for routinely administering matters relating to higher degree by research candidature from enrolment to award of degree in accordance with the relevant Program Rules, established guidelines and procedure						
Position Characteristics:	Scope	admission to thesis examination and is re- research scholarships. Additionally, it prova a broad range of generic topics as well as	The Adelaide Graduate Centre manages approximately 2100 research students from admission to thesis examination and is responsible for the selection and administration of research scholarships. Additionally, it provides training and education for the students over a broad range of generic topics as well as specialist training in English language for researchers. The office is led by the Dean of Graduate Studies and has a staff of 25.				
	Significant internal/external relationships	International and domestic research s	International and domestic research students.				
		 Wide range of academic staff in super 	Wide range of academic staff in supervisory roles.				
		 Postgraduate Coordinators (all Faculti 	Postgraduate Coordinators (all Faculties).				
		 Associate Deans of Postgraduate Mat 	 Associate Deans of Postgraduate Matters (all Faculties). 				
		 Administrative staff in the Adelaide Gr Graduations. 	aduate Centre, the International Office and				
	Special conditions	 Flexibility to work across all graduate a to meet team priorities. 	 Flexibility to work across all graduate administration areas within the Graduate Centre to meet team priorities. 				
		Reasonable workplace adjustments w	ill be made for people with a disability.				
	Delegations	Nil	Nil				



Key Responsibilities and Outcomes	1	Provide administrative and operational support for matters relating to higher degree enrolment, candidature and thesis examination.	•	Undertake research student enrolments and amendments to enrolment e.g. program transfers, throughout the year.
			•	Process completion of candidature milestones and requests for extension and exemption.
			•	Process changes to conditions of candidature, including to: attendance status, study mode, degree of enrolment, supervision, leave of absence, extensions to candidature and withdrawal.
			•	Prepare, coordinate, distribute and file correspondence (both hard copy and electronic), whilst maintaining confidentiality at all times.
			•	Undertake all administrative tasks relating to thesis examination including:
				a) Processing of thesis submissions and re-submissions.
				b) Assisting in the recruitment of thesis examiners
				c) Communicating with examiners
				d) Sending theses for examination in accordance with the relevant academic program rules (hard copy and electronically)
				e) Monitoring the return of examiner's reports.
				 f) Contributing to a register of students eligible for the award of a special commendation and/or Doctoral medal
			•	Assist in preparation of agendas and minute-taking at Student Matters committee meetings, as required.
			•	Other relevant cognate duties, as required.
	2	Maintain accurate and up-to-date records of student candidature		Ensure efficient and accurate data entry.
			•	Assist in the development, testing and documentation of new processes to ensure data accuracy and administrative efficiency.
	3	Assist in activities organised by the Graduate Centre	•	Activities may include induction programs for postgraduate research students, open days, seminars and workshops on matters related to graduate administration and scholarships.



		Continuous learning	Open to learning new skills and ideas and takes part in learning opportunities.		
			Contributes ideas towards continuous improvement of processes and services.		
	Capabilities and Behaviours		Displays an interest and enthusiasm for the field of work.		
		Communication	 Co-operates with others, shares relevant information, and seeks additional information from others when it is required. 		
			Contributes ideas clearly to others, both verbally and in print.		
			 Gains clear agreements by presenting own position clearly and considering alternative viewpoints. 		
		Service focus	Maintains clear and appropriate communication with clients.		
			 Responds promptly to the needs of the client even when under pressure. 		
			 Demonstrates active listening and questioning skills to identify clients' needs and issues. 		
Criteria		Team work	Encourages cooperation and collaboration.		
Ciliena			Works effectively in a team environment.		
			Relates well to other team members.		
		Achievement drive	Takes responsibility for own work to achieve quality results.		
			 Sets own work priorities and uses tools to manage their time effectively to use work objectives 		
	Knowledge and	High level of organisational and administrative skills, including the ability to prioritise and manage work.			
	Experience	Knowledge and experience with databases and data entry.			
		High level computer skills, including experience with the Microsoft Office suite of products.			
		Ability to exercise judgement and use initiative.			
		 Demonstrated ability to manage 	a variety of involved tasks efficiently and accurately.		
		Well-developed interpersonal skills including the ability to work with a diverse range of people and cultures.			
	Qualifications	Post-secondary qualification and	d/or relevant experience and/or training.		



Occupational Health, Safety and Welfare Requirements	All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.					
University Expectations	All staff are expected to: Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and					
	 undertaking other key responsibilities or activities as directed by one's supervisors; Participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; 					
	Perform their responsibilities in a manner which reflects and responds to continuous improvement; and					
	Read, understand and comply with all University policies and procedures.					
Approvals:	Head of School / Branch Manager	Director Human Resources				
Head of School / Branch Manager	Name:	Name:				
	Signature:	Signature:				
	Date:	Date:				
Acknowledgement of Incumbent	I have read and understood the requirements of the position					
	Name:(please print) Signa	ture: Date:				