

GRADUATE ADMINISTRATION ASSISTANT  
POSITION DESCRIPTION

<b>Position Title:</b>	Graduate Administration Assistant	<b>Position Number:</b> 00016090	<b>Faculty/Division:</b> DVC & VP(R)
<b>Classification:</b>	HEO4	<b>No. Direct Reports &amp; Highest Classified Position:</b> 0	<b>School/Branch:</b> Adelaide Graduate Centre
<b>FTE:</b>	<b>Reports to:</b> Deputy Director	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>	<b>Discipline/Unit:</b>
<b>Position Summary:</b>	<p>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</p> <p>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 training for Early Career Researchers (ECR)</p> <p>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 procedures.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	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.	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>▪ International and domestic research students.</li> <li>▪ Wide range of academic staff in supervisory roles.</li> <li>▪ Postgraduate Coordinators (all Faculties).</li> <li>▪ Associate Deans of Postgraduate Matters (all Faculties).</li> <li>▪ Administrative staff in the Adelaide Graduate Centre, the International Office and Graduations.</li> </ul>	
	<b>Special conditions</b>	<ul style="list-style-type: none"> <li>▪ Flexibility to work across all graduate administration areas within the Graduate Centre to meet team priorities.</li> <li>▪ Reasonable workplace adjustments will be made for people with a disability.</li> </ul>	
	<b>Delegations</b>	Nil	

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<b>Key Responsibilities and Outcomes</b>	1	<p>Provide administrative and operational support for matters relating to higher degree enrolment, candidature and thesis examination.</p>	<ul style="list-style-type: none"> <li>▪ Undertake research student enrolments and amendments to enrolment e.g. program transfers, throughout the year.</li> <li>▪ Process completion of candidature milestones and requests for extension and exemption.</li> <li>▪ Process changes to conditions of candidature, including to: attendance status, study mode, degree of enrolment, supervision, leave of absence, extensions to candidature and withdrawal.</li> <li>▪ Prepare, coordinate, distribute and file correspondence (both hard copy and electronic), whilst maintaining confidentiality at all times.</li> <li>▪ Undertake all administrative tasks relating to thesis examination including:             <ol style="list-style-type: none"> <li>a) Processing of thesis submissions and re-submissions.</li> <li>b) Assisting in the recruitment of thesis examiners</li> <li>c) Communicating with examiners</li> <li>d) Sending theses for examination in accordance with the relevant academic program rules (hard copy and electronically)</li> <li>e) Monitoring the return of examiner's reports.</li> <li>f) Contributing to a register of students eligible for the award of a special commendation and/or Doctoral medal</li> </ol> </li> <li>▪ Assist in preparation of agendas and minute-taking at Student Matters committee meetings, as required.</li> <li>▪ Other relevant cognate duties, as required.</li> </ul>
	2	<p>Maintain accurate and up-to-date records of student candidature</p>	<ul style="list-style-type: none"> <li>▪ Ensure efficient and accurate data entry.</li> <li>▪ Assist in the development, testing and documentation of new processes to ensure data accuracy and administrative efficiency.</li> </ul>
	3	<p>Assist in activities organised by the Graduate Centre</p>	<ul style="list-style-type: none"> <li>▪ Activities may include induction programs for postgraduate research students, open days, seminars and workshops on matters related to graduate administration and scholarships.</li> </ul>

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<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Continuous learning	<ul style="list-style-type: none"> <li>▪ Open to learning new skills and ideas and takes part in learning opportunities.</li> <li>▪ Contributes ideas towards continuous improvement of processes and services.</li> <li>▪ Displays an interest and enthusiasm for the field of work.</li> </ul>
		Communication	<ul style="list-style-type: none"> <li>▪ Co-operates with others, shares relevant information, and seeks additional information from others when it is required.</li> <li>▪ Contributes ideas clearly to others, both verbally and in print.</li> <li>▪ Gains clear agreements by presenting own position clearly and considering alternative viewpoints.</li> </ul>
		Service focus	<ul style="list-style-type: none"> <li>▪ Maintains clear and appropriate communication with clients.</li> <li>▪ Responds promptly to the needs of the client even when under pressure.</li> <li>▪ Demonstrates active listening and questioning skills to identify clients' needs and issues.</li> </ul>
		Team work	<ul style="list-style-type: none"> <li>▪ Encourages cooperation and collaboration.</li> <li>▪ Works effectively in a team environment.</li> <li>▪ Relates well to other team members.</li> </ul>
		Achievement drive	<ul style="list-style-type: none"> <li>▪ Takes responsibility for own work to achieve quality results.</li> <li>▪ Sets own work priorities and uses tools to manage their time effectively to use work objectives</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ High level of organisational and administrative skills, including the ability to prioritise and manage work.</li> <li>▪ Knowledge and experience with databases and data entry.</li> <li>▪ High level computer skills, including experience with the Microsoft Office suite of products.</li> <li>▪ Ability to exercise judgement and use initiative.</li> <li>▪ Demonstrated ability to manage a variety of involved tasks efficiently and accurately.</li> <li>▪ Well-developed interpersonal skills including the ability to work with a diverse range of people and cultures.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Post-secondary qualification and/or relevant experience and/or training.</li> </ul>		

