Salary Level 4/5: $40K - $50K per year (plus up to 17% employer superannuation plus leave loading).

An Administrative Assistant/secretarial role exists for a highly motivated individual who enjoys a dynamic workplace with a diversity of responsibilities. The successful applicant will share the administrative responsibilities associated with being Executive Assistant to the Head of School and the School's Co-operative Officer.

This is a continuing full-time position subject to completion of a probationary period.

POSITION DESCRIPTION

JOB PURPOSE

The Administrative Assistant provides administrative support to the Head of School and is the first point of contact for staff and students and other visitors to the Office. The position also provides assistance in the management of the School's Student co-operative program.

DUTIES

Level 4

- Provide administrative support to Head of School on a wide range of issues including reception and answering telephone enquiries;
- Evaluate incoming correspondence and messages (phone and email) to the School, ensuring delivery of messages and correspondence as required;
- Respond to student enquiries and when necessary, refer to appropriate person for resolution;
- Maintain school databases and mailing lists;
- Order stationery, paper, toner and miscellaneous supplies as required;
- Perform photocopying and general administrative duties;
- Maintain and manage departmental files, both manual and electronic;
- Provide administrative support for conferences and workshops, including the arrangement of food, accommodation, venues, equipment and support materials.
- Cooperate with all health and safety policies and procedures of the University and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the University.

Level 5 (in addition to the above)

- Provide executive assistant to Head of School including time and diary management, meeting coordination and follow-up on issues arising from meetings;
- Ensure the efficient management of the Head of School office through the development of office systems and procedures;
- Draft internal and external correspondence as required;
- Maintain School databases and provide support to students and staff regarding the Co-operative Program, by liaising with sponsoring companies and co-ordinate the organisation and scheduling or co-operative activities;
- Draft minutes of meetings as required.
- Coordinate of travel and itineraries for the Head of School;
- Coordinate the preparation and dissemination of seminar brochures the schools’ annual report and other material;
• Assist in the preparation of course material for students directly taught by the Head of School;
• Prepare agendas, correspondence and briefings for meetings;

STATISTICS
Staff in School: 36
Co-operative program students: 27

REPORTING RELATIONSHIPS
Supervisor’s title: Head of School
Positions reporting to Supervisor: All academic and general staff
Positions reporting to this position: Nil

ACCOUNTABILITIES
Level 4
• Clerical and secretarial tasks are completed in a timely manner
• Effective communication of telephone and other messages to Head of School
• Progress and outcomes of work are accurately reported
• Database is kept up to date and word processing is accurate
• Advice to students is accurate, appropriate and timely
• Effective prioritisation of tasks
• Effective communication with staff
• Tasks are completed to agreed deadlines
• Publications and promotional materials are accurate, produced within agreed deadlines and are of a high standard

Additional accountabilities at level 5
• Administrative support provided to School is efficient and of a high standard
• Ensure information regarding Co-operative students and sponsors is current and accurate
• Ensure that seminar and course material meets the presentation requirements of the Head of School.
• Information provided to students, School staff and central administrative units is accurate and timely
• Head of School office is efficiently administered and maintained and processes are developed to meet changing demands
• Professional working relationships with key contacts and stakeholders are developed and maintained

Progression Process
Progression to Level 5 requires assessment and authorisation by the incumbent’s supervisor and senior manager. It is expected that the incumbent will have reached the top step of Level 4 before consideration for progression to Level 5. The progression assessment will be based on evidence that the majority of duties and accountabilities to be required of the incumbent are consistent with Level 5 (as outlined above).

MINIMUM EDUCATION REQUIRED

Level 4
Completion of a tertiary qualification with relevant tertiary qualification or an equivalent level of knowledge gained through a combination of education training and or experience

Level 5
Completion of a degree or tertiary qualification with substantial relevant experience or an equivalent level of knowledge gained through a combination of education training and/or experience.

G. SELECTION CRITERIA

Essential Criteria:

Level 4

- Completion of a tertiary qualification with relevant tertiary qualification or an equivalent level of knowledge gained through a combination of education training and or experience;
- Well developed administrative skills and proven administrative experience;
- Demonstrated ability to deal with competing demands in a busy environment;
- Excellent computing skills, including MS Word, PowerPoint, and Excel; experience in using Lotus notes;
- Strong written and verbal communication skills;
- Ability to liaise with people at a variety of levels;
- Good interpersonal and communication skills;
- Knowledge of EEO/AA principles;
- Knowledge of OHS responsibilities and commitment to attending relevant OHS training.

Level 5 (in addition to the above)

- Excellent administrative and organisational skills;
- Excellent interpersonal, written and verbal communication skills;
- Proven ability to meet deadlines and prioritise tasks;
- Demonstrated ability to use initiative, and work with minimal supervision;
- Demonstrated experience using PageMaker (or equivalent desktop publishing package).

Desirable Criteria:

- Previous experience in client services; experience in a university and/or hospital environment.
- Knowledge of accounting terminology.
- Knowledge of Contribute or equivalent website application.

Membership of a University approved superannuation scheme is a condition of employment.

Having read all the documentation, enquiries may then be directed to

Mini Criticos telephone (61 2) 9385 5829 email: m.criticos@unsw.edu.au

Applicants are advised to obtain a position description and strictly address the selection criteria in their application.

An information package is also available from the School of Accounting website

http://www.accounting.unsw.edu.au/employment

Applications close 11 July 2006.