

Faculty of Science and Information Technology

Administrative Assistant

School of Environmental and Life Sciences

Position No. 1004

General Information

The School is comprised of the Disciplines of **Applied Sciences, Biological Sciences, Chemistry, Earth Sciences** and **Geography and Environmental Studies**. Our School offers a diverse range of opportunities for both undergraduate and post-graduate study, and operates out of two campuses, with the majority of staff located at Callaghan, but with areas of speciality, such as food science, human nutrition, sports science and marine science, based at the Central Coast Campus (Ourimbah).

The School has a strong and continually expanding research focus, with a range of internationally recognised research groups funded by national competitive granting bodies. The strong research culture both enhances our undergraduate programs through integration of relevant research findings into undergraduate courses and also provides a vibrant, stimulating environment in which to pursue postgraduate studies. Both students and academics are supported by a friendly and dedicated team of administrative and technical staff.

The School is seeking to appoint an exceptional individual to provide high level administrative support to the School to ensure the timely, efficient provision of secretarial and other support to the School.

The position is available on a full-time, continuing basis.

Position Description

ROLE:	ADMINISTRATIVE ASSISTANT
HEW LEVEL:	3
FACULTY/DIVISION:	FACULTY OF SCIENCE AND INFORMATION TECHNOLOGY SCHOOL OF ENVIRONMENTAL & LIFE SCIENCES
IMMEDIATE SUPERVISOR:	SCHOOL EXECUTIVE OFFICER

Role Statement

Provide administrative support services for the School of Environmental & Life Sciences within the Faculty of Science and Information Technology to assist in the efficient and effective functioning of the Unit.

Supervision/Management/Leadership

Be responsible to the School Executive Officer for the provision of administrative support services.

Task level and Typical Activities

Provide general support in the School Office including dealing with enquiries and requests from staff, university administrators, referrals from the HUBS and the general public.

Provide administrative and secretarial support for academic staff, including the maintenance of an efficient electronic and hard copy filing system, as appropriate for relevant areas of responsibility.

Provide administrative support in processing class lists and internal transcripts via Nustar, and in setting up the tutorial enrolments for classes.

Provide administrative support with the coordination of the examination procedures within the School including preparation of scripts, maintenance of spreadsheets and processing of results through Nustar, ensuring all courses comply with the course assessment return process.

Undertake financial related duties including: ordering stationery from the University preferred supplier and processing miscellaneous student charges via Nustar.

Assist with the collation of information for processing employment contracts of part-time and casual staff for the School.

Assist with the organisation of seminars and conferences and organizing catering as required.

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position.

Perform tasks/assignments which require a proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.

Judgement, Independence and Problem Solving

Provide solutions or courses of action within established guidelines of policy.

Exercise judgement on work methods and task sequence within specified timelines and standard practices and procedures.

Where the opportunity arises, make suggestions and develop local job-specific systems to assist in the completion of allocated tasks.

Selection Criteria

- Completion of Year 12 with relevant work experience or an equivalent combination of relevant experience and or education/training in the provision of administrative and secretarial support.
- Sound oral and written communication skills and well developed interpersonal skills including the capacity to deal effectively with staff and students from diverse backgrounds.
- Demonstrated organisational skills including the ability to deal with multiple tasks simultaneously.
- Demonstrated computer skills with a sound level of competency in word processing, spreadsheet and database applications.
- Ability to act with discretion and maintain confidentiality.
- Ability to work as a team member and independently with a minimum of supervision.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.
- Familiarity with the structure and operations of the University.

Conditions and Benefits

HEW Level 3 - \$37,641 to \$43,288 per annum.

The University will provide a basic level of superannuation to Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is also available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:
<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Leoni Hines on Ph: (02) 4921 5082 or email Leoni.Hines@newcastle.edu.au.

Related Links

- [School of Environmental and Life Sciences](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on **Sunday 27 July 2008**.

Note: Your application must include a statement addressing the selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.
You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).