

Vice-Chancellor's Division

Alumni Support Officer

Corporate Development and Community Partnerships

Position No. 1007

General Information

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

Position Description

DATE AUTHORED:	3 July 2008
POSITION TITLE:	ALUMNI SUPPORT OFFICER
HEW LEVEL:	5
FACULTY/DIVISION:	VICE-CHANCELLORS
SCHOOL/UNIT:	CORPORATE DEVELOPMENT AND COMMUNITY PARTNERSHIPS
IMMEDIATE SUPERVISOR:	MANAGER, UNIVERSITY ALUMNI
ROLE STATEMENT:	Provide administrative and project support to contribute to the efficient and effective performance of Alumni projects in the Office of Corporate Development and Community Partnerships.
ROLE DESCRIPTION:	

Supervision/Management/Leadership

Be responsible to the Manager, University Alumni, for the provision of high level administrative and project support to the Unit.

Task level and Typical Activities

Provide office management, administrative and operational support to enable the efficient and effective functioning of the Alumni area.

Provide support to Alumni projects by managing day-to-day communications from the University's Alumni, and monitoring and tracking the progress of communications to meet deadlines.

Generate, collect and compile Alumni data and information.

Assist with verifying the accuracy and completeness of data and information in reports and data files.

Prepare draft documents, surveys, reports, and publications which may include charts, tables, and graphs to enable informed decision making.

Establish and maintain effective administration and filing systems in relation to projects undertaken, in accordance with legal and University administrative requirements.

Provide committee / administrative support to a range of administrative and academic committees related to Alumni, including preparation of agendas, papers, minutes and correspondence to ensure the delivery of project and other outcomes as required.

Provide general administrative and project support to the Office of Corporate Development and Community Partnerships as required by the PVC.

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

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

Liaise and collaborate with the University and Alumni Communities.

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

Judgement, Independence and Problem Solving

Apply expertise in a particular set of rules or regulations to make decisions.

Demonstrate analytical and problem solving skills within more involved rules and guidelines, form conclusions and provide recommendations to senior staff.

Selection Criteria

- A relevant degree; or an Associate Diploma with subsequent relevant work experience; or an equivalent combination of relevant experience and/or training.
- High level proficiency in the use of personal computers to include word processing, email, the Internet and other specialised software.
- High level interpersonal skills.
- Excellent written and oral communication skills including effective use of standard English, grammar, punctuation and usage and the performance of basic mathematical and statistical operations.
- Demonstrated capacity to communicate effectively with people at all levels within private and public organisations.
- Demonstrated ability to work as part of a team.
- Demonstrated initiative and the ability to work with minimal supervision.
- Proven ability to meet deadlines and prioritise workloads;
- Demonstrated experience in and commitment to acting professionally
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS
- Experience working in the Higher Education sector is desirable.

Conditions and Benefits

HEW Level 5 - \$47,051 to \$54,582 per annum.

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

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 Ms Rosemary Thomson, Alumni Manager on 4921 8762 or email Rosemary.Thomson@newcastle.edu.au.

Related Links

- [University of Newcastle Alumni](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 3 August, 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](#).