

Research Division

Graduate Studies Officer

Office of Graduate Studies

Position No. 1012

General Information

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

Position Description

ROLE:	GRADUATE STUDIES OFFICER
HEW LEVEL:	HEW 5
FACULTY/DIVISION:	RESEARCH DIVISION
SCHOOL/UNIT:	OFFICE OF GRADUATE STUDIES
IMMEDIATE SUPERVISOR:	SENIOR GRADUATE STUDIES OFFICER

Role Statement

To provide administrative assistance, support and guidance through a portfolio of research training services to promote the University's research training activities.

Role Description

Supervision/Management/Leadership

Be responsible for effective delivery and timely administration of a portfolio of research training administrative work.

Task level and Typical Activities

Be the primary contact for research training administrative work within an assigned portfolio which may include admissions, candidature, scholarship, progress, thesis examination or other research training responsibilities.

Provide factual advice on rules, guidelines and policy to academic and general staff, students and members of the public on matters relating to research training.

Contribute to the development and maintenance of information systems within portfolio of responsibilities and ensure data quality and integrity.

Contribute to quality assurance and evidence commitment to continuous improvement including initiating recommendations to senior staff.

Comply with the University's obligations under the Education Services for Overseas Students (ESOS) Act and Department of Immigration and Citizenship (DIAC) immigration requirements.

Demonstrate initiative to assist all staff of the Office of Graduate Studies to deliver a high standard of service and provision of research training support for staff and students.

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, Occupational Health and Safety and Managing for Performance in the performance of the responsibilities of the position.

Judgement, Independence and Problem Solving

Contribute to monitoring, reviewing and developing procedures in portfolio of responsibilities and provide recommendations to senior staff.

SELECTION CRITERIA

- A degree or an equivalent combination of relevant administrative experience and/or education/training.
- Well developed oral and written communication skills.
- Demonstrated capacity to work within a team and independently and achieve organizational goals in an environment of competing demands.
- Computer literacy, including word processing, spreadsheet and database software skills.
- Demonstrated ability to deliver a high level of customer service.
- Commitment to continuous improvement as the basis for service delivery.
- Demonstrated capacity to deal effectively with clients from diverse backgrounds.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.

It is desirable that the applicant possess the following;

- Knowledge of research training issues within the Higher Education sector.
- Experience with student systems.

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 Karen Kincaid, Senior Graduate Studies Officer, Ph: 49215848 or e-mail: Karen.Kincaid@newcastle.edu.au

Related Links

- [University of Newcastle Annual Report](#)

Closing Date

Applications close on **Friday 25 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](#).