

Faculty of Engineering and Built Environment

Administrative Assistant

School of Architecture and Built Environment

Position No. 1021

General Information

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

Position Description

ROLE:	ADMINISTRATIVE ASSISTANT
HEW LEVEL:	4
FACULTY/DIVISION:	FACULTY OF ENGINEERING AND BUILT ENVIRONMENT
SCHOOL:	SCHOOL OF ARCHITECTURE AND BUILT ENVIRONMENT
IMMEDIATE SUPERVISOR:	SCHOOL EXECUTIVE OFFICER

Role Statement

Provide administrative support services for the School of Architecture and Built Environment within the Faculty of Engineering and Built Environment to ensure the timely, efficient provision of secretarial and other support to the School

Role Description

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 to the School Office including dealing with enquiries and requests from staff, students, university administrators, referrals from the HUBS and the general public.

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

Maintain spreadsheets and databases, e.g. Industry Experience Database, on behalf of the school to enable informed decision making.

Provide administrative and secretarial support to academic Head of School, Heads of Discipline, Programme Convenors and staff, including the maintenance of an efficient electronic and hard copy filing system, as appropriate for relevant areas of responsibility.

Provide administrative support to relevant meetings including the preparation of agendas, minutes and associated reports to assist the efficient functioning of the meetings.

Assist with the preparation of coursework materials and the implementation of coursework quality assurance procedures such as Course Assessment Returns for both on-shore and off-shore courses and programs.

Assist with the administration of financial procedures for the School as required, including travel, ordering stationery from the University preferred supplier, processing transactions via Spendvision, and processing miscellaneous student charges via NUSTAR.

Assist with the administration of Human Resource matters for the School including collating information and/or processing the employment contracts of part-time and casual staff.

Assist with the implementation of policies and procedures arising from the Faculty and School strategic planning initiatives.

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 factual advice which requires proficiency in the work area's rules and regulations, procedures requiring a broad knowledge of a range of personnel and functions.

Solve problems within established parameters including make recommendations on course of action to be taken for authorisation by others.

Selection Criteria

- Completion of an associate diploma level qualification with relevant work related experience or certificate level qualification with post-certificate work experience or an equivalent combination of relevant experience and or education/training.
- Demonstrated knowledge and experience in the use of software applications such as Microsoft Excel, Word, email applications and the WWW.
- Strong organisational skills including the ability to organise workflows to meet competing demands and adaptability to a range of workplace expectations and responsibilities.
- Good interpersonal and communication skills (both oral and written).
- The ability to work as a team member and independently with a minimum of supervision.
- Ability to maintain confidentiality in the work place.
- Capacity to deal effectively with people from diverse backgrounds.
- 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 is desirable.
- Familiarity with corporate software systems such as NUSTAR, Finance One, CTS, COS and Blackboard is desirable.
- Familiarity with the teaching and research responsibilities of a School is desirable.

Conditions and Benefits

HEW Level 4 - \$43,288 to \$47,051 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 Julie Kuehn on 15796 or email Julie.Kuehn@newcastle.edu.au.

Related Links

- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 31 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.

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](#).