

**THE UNIVERSITY OF NEW ENGLAND  
POSITION STATEMENT**

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

**DEPARTMENT:** Teaching and Learning Centre

**POSITION TITLE:** Administrative Assistant TLC (ASO)

**CLASSIFICATION LEVEL:** HEO Level 4

**DATE CLASSIFIED:** 20 November 2006

**REPORTS TO:** Executive Officer, TLC

**DIMENSIONS OF POSITION:**

The Administrative Assistant (ASO) provides administrative support to the Academic Skills Office and other areas of the Teaching and Learning Centre as required.

**POSITION OBJECTIVES:**

Responsible for the smooth operation of the Academic Skills Office and provide high-level administrative support to the staff of this group, including a range of clerical and secretarial functions. The Administrative Assistant also provides general support for the Teaching and Learning Centre including staffing, financial, website maintenance and resource management.

**DUTIES:**

Under limited direction:

1. Responsible for the smooth operation of the Academic Skills Office and provide high-level administrative and clerical support to the Coordinator and staff.
2. Maintain and update web pages as instructed by the Coordinator.
3. Provide advanced word-processing and other services requiring the use of other computer programs.
4. Manage and maintain the unit's database programs and provide reports as required.
5. Maintain appropriate displays for student support.
6. Provide receptionist and appointment booking services for the unit, and any other relevant services to support the consultation program.
7. Provide administrative support for the peer supporter program.

8. Organise workshops, conferences and meetings as required and liaise with university staff, visitors and students as appropriate.
9. Arrange travel and accommodation for the staff of the Academic Skills Office, including overseas destinations. Arrange travel and accommodation for other TLC staff as required.
10. Be responsible for filing of all relevant electronic and hard copy records in accordance with UNE's Records Policy, and maintain all relevant databases.
11. In consultation with other administrative staff, manage bookings for the TLC Seminar Room.
12. In coordination with other administrative staff, and exercising initiative and judgement, provide high-level administrative support to the Director as required.
13. Provide high-level administrative support to the Executive Officer when necessary, including processing of finance, travel and personnel forms.
14. Manage building maintenance for the first floor of the Teaching and Learning Centre, including equipment. Liaise with the cleaners when required.
15. Manage stationery supplies for the first floor staff.
16. Provide receptionist service for the Centre when necessary.
17. Provide administrative support to other areas of the Teaching and Learning Centre as directed by the supervisor or his/her nominee.
18. Be aware of the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety and quality assurance as they apply to this position.

#### **QUALIFICATIONS AND SELECTION CRITERIA:**

1. Completion of an associate diploma level qualification with relevant work related experience or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Advanced computer skills and a high level of competence with a range of relevant software packages.
3. Demonstrated ability to interact with a broad range of people.
4. High level interpersonal and communication skills.
5. Demonstrated ability to deal with confidential matters with discretion.
6. Excellent administrative and organisational skills
7. Demonstrated ability to work under limited supervision.
8. Awareness of OH&S, risk management, quality assurance and EEO as they relate to this position.