

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: GRADUATE SCHOOL OF BUSINESS (GSB)
School of Business, Economics and Public Policy

POSITION TITLE: PRODUCTION ASSISTANT

POSITION CLASSIFICATION: HEO Level 4

DATE CLASSIFIED: 6 November 2008 (updated 15.9.09)

REPORTS TO: PRODUCTION EDITOR

DIMENSIONS OF POSITION:

The position of Production Assistant is integral to supporting the production area within the Graduate School of Business (GSB) which operates as a discrete administrative unit within the School of Business, Economics and Public Policy. The GSB caters to over 1000 students enrolled in a range of postgraduate awards offered from Graduate Certificate through to Masters level. It deals with all aspects of administration from course renewal, teaching material production, marketing, admissions, enrolments, exams, graduation and alumni.

POSITION OBJECTIVE:

To provide support for all areas of the GSB's teaching material production operation, particularly production of materials, textbook supply and desktop publishing, for up to 20 units per trimester.

DUTIES:

Under procedural direction and utilising considerable organisational skills, initiative and attention to detail, duties will include the following.

1. Working within strict deadlines, assemble textbook lists and provide these to appropriate University units and/or the bookshop, liaising with unit coordinators, the bookshop and publishers as needed to ensure textbook details are accurate and up to date, especially on the UNE web site. Monitor availability to ensure students can find and purchase texts readily, and that Information Management is updated accordingly.
2. Prepare paperwork to ensure that all relevant material is available for the coming production cycle. This includes ordering paper, folders, shipping boxes, overprinting for teaching material, and liaising with Despatch, Teaching and Learning Centre and Information Management areas.
3. Assisting with desktop publishing and other aspects of the preparation of unit material such as creating durable weblinks to electronic databases. This includes liaising with the Production Editor and Desktop Publisher and academic staff members.

4. Maintaining the GSB teaching material library, taking appropriate steps to ensure the currency of units. This includes the management of archival copies and, in conjunction with T&LC Despatch, the recycling of surplus material.
5. Compiling information required by GSB administrative staff each trimester, for example, textbook and unit assessment details.
6. Assisting with preparation of unit material for Partner organisations, including word processing, burning CDs and packing for courier despatch.
7. Providing administrative support for the production operation, including maintenance of relevant financial records, databases and stocktaking.
8. Be aware of the University's policies and procedures relating to EEO, Risk Management, Records Management (TRIM), OHS and Quality Assurance as they relate to this position.
9. Assisting the Production Editor with other aspects of production as required.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Completion of a diploma level qualification; or Certificate IV with relevant work experience; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated ability to plan, organise and prioritise.
3. Demonstrated advanced computer skills (PC) using a range of software relevant to desktop publishing such as Adobe InDesign (CS4), Acrobat and Photoshop, Microsoft suite and scanning software.
4. Proven ability to use initiative and learn quickly in a dynamic work environment.
5. Proven ability to work to deadlines on simultaneous projects in an environment with multiple priorities.
6. Proven ability to work as part of a team and independently as required.
7. Demonstrated evidence of attention to detail
8. Demonstrated high level of interpersonal and communication skills.
9. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.