

Position Description

OUR MISSION

Moore College exists to enable men and women to deepen their knowledge of God, through higher education in the field of theology, so that they might faithfully and effectively live exemplary Christian lives, proclaim and teach the word of God, and care for others in the name of Jesus Christ in all the world, to the glory of God.

Position Title:	Academic Administrator
Industrial Instrument and classification:	Educational Services (post-Secondary Education) Award 2010, General Staff Level 3
Reports to and teams with:	Assistant Registrar – Undergraduates
Primary Purpose of Position:	<ul style="list-style-type: none"> To facilitate the academic progress of the undergraduate students of Moore College To provide administrative support to the Registrar, Assistant Registrar and faculty
Special tools/equipment used:	General Office Equipment
Special environmental conditions:	Access to appropriate student records. Workplace that ensures confidentiality of student records.
Interpersonal relations/relates to:	<p>Internal: Registrar Department team Admissions Officer Undergraduate and DBT students Dean of Students Faculty</p> <p>External: Government bodies Anglican Diocese of Sydney Markers</p>
Number of staff under supervision:	N/A
Budget and/or revenue accountable for:	N/A
Mandatory qualifications and/or licences:	N/A

Essential Criteria:

- Competence in MS Office and records management systems
- Experience in working in an administration role
- Excellent verbal and written communication skills
- Proven ability to quickly learn and implement procedures
- Good organisational skills
- Strong attention to detail
- Proven ability to generate good working relationships with a diverse range of people
- Ability to support and promote the Christian mission and values of Moore College

Desirable Criteria:

- Experience within the higher education sector
- Understanding of the Anglican Diocese of Sydney

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Admissions	<ul style="list-style-type: none"> • Administers the undergraduate admissions processes from the time of acceptance of new students • Act in the role of Admissions Officer when he/she is unavailable 	<ul style="list-style-type: none"> • Student admissions are administered in an accurate, timely and service-oriented way • Regulatory requirements for admission of all undergraduate students are implemented • Evidence of ongoing learning to act as Admissions Officer where required
Academic administration	<ul style="list-style-type: none"> • Maintains undergraduate student records, assessments and result processing • Works with Faculty and external markers to ensure timely processing of academic results • Implements academic policies and regulations • Assists the Registrar's team with administrative duties and tasks as required. • Updates publications as required • Provides administrative support to DBT students and to the Moodle Administrator • Assist DBT students with support concerning enrolment into units and submission of assessments. • Assists with the academic administration of the assigned faculty department, including meeting agendas and minutes. • Liaises with casual markers for the marking of student assessments and provides them with information and support. 	<ul style="list-style-type: none"> • Student records are accurate and up to date • Tasks given by the Registrar or Assistant Registrar are completed on time and accurately. • Evidence that process documents and annual publications such as the Incoming Students Guide are updated as changes occur. • Enquiries are responded to daily. • Is able to navigate the Moodle system • Agendas are created ahead of the faculty department meeting times and • Minutes are generated and sent for approval within three days of the meeting. • Casual markers are provided with information as soon as required.
Staff	<ul style="list-style-type: none"> • Assists and cooperates with other team members • Encourages teamwork and fosters good communication with staff, faculty and students 	<ul style="list-style-type: none"> • Evidence of participation in team meetings and effective teamwork.

	<ul style="list-style-type: none"> Actively participates in team and staff meetings 	
Compliance	<ul style="list-style-type: none"> Administers the requirements of government and diocesan bodies for matters such as working with children checks and Safe Ministry for students 	<ul style="list-style-type: none"> Monthly audit of compliance with government and diocesan requirements.
Workplace Health & Safety	<ul style="list-style-type: none"> Complies with WHS legislation and policy and procedures Participates in and maintains awareness of WHS Ensures the maintenance of a safe, clean work environment Attends WHS training Has a risk assessment and management approach to all activities. 	<ul style="list-style-type: none"> Evidence of participation in WHS education e.g. fire training, as required. No evidence of noncompliance with WHS legislation and Policy and Procedures. Evidence of WHS activities e.g. data collection and audits.
Professional development	<ul style="list-style-type: none"> Maintains current competencies. Attends internal and external training as required. 	<ul style="list-style-type: none"> Participation in internal and external training where provided
Other duties	<ul style="list-style-type: none"> Complies with any other duties or requirements as directed by the supervisor. 	

Level of Decision Making
<p>Decisions that can be made without referral to Supervisor/Manager:</p> <ul style="list-style-type: none"> Implementation of academic regulations Implementation and interpretation of department policies and processes Implementation of instructed projects
<p>Decisions that can be made after consultation with Supervisor/Manager:</p> <ul style="list-style-type: none"> Implementation and interpretation of new policies and procedures Identify opportunities for improvement Personal performance review and management
Employment Related Issues
<p>Performance Management</p> <ul style="list-style-type: none"> Annual Performance review.

Acknowledgement	
I understand and accept the responsibilities as outlined in this position description.	
Print Name	
Signature	
Date	