Timetable Administrative Assistant
PURPOSE OF THE POSITION

Responsible for all administration duties associated with the timetable on behalf of Academic Pathways. In addition responsibilities will also include ad-hoc administrative duties as requested by the Academic Administration Manager.

ORGANISATIONAL CONTEXT

UWS College Pty Limited is a not-for-profit company, wholly-owned by the University of Western Sydney. The College was created to provide academic pathways to the University, complemented by English language and other professional programs for Australian and International students. Created in 2006, the College has its antecedents in English language and Foundation studies programs offered by various University Schools and entities since the 1980s.

UWS College is divided into two broad divisional areas: Academic Pathways which is responsible for the delivery of our learning and teaching programs and related student services; and Corporate Services which provides the planning capability and support services to our educational mission. Within these broad divisions are four business units:

- Academic Pathways
- English Programs and Professional & Community Programs
- College Registrar
- Corporate Services

Like its parent institution, UWS College operates across a number of campuses in Greater Western Sydney. English Program studies and VETAB Programs are offered from the UWS Westmead campus; Academic Pathways programs are available on the Nirimba Education Precinct at Quakers Hill and at our Westmead campus. The College is scheduled to open a new campus at Lithgow in late 2013 and have a presence on the UWS campus at Bankstown in 2014.
CONSTRAINT/AUTHORITY LEVEL

The position operates in accordance with UWS College policies, and the requirements of relevant legislation, awards and agreements.

KEY ACCOUNTABILITIES

• Provision of administration support to the Academic Pathways timetabling team
• Collate timetable information for dissemination
• Manage the taking and distribution of timetable meeting notes for meeting participants
• Document and follow up on action items from any timetable meetings held with Academic Pathways Managers / Coordinators
• Responsibility for all administrative functions that are related to the timetable or timetable project on behalf of Academic Pathways
• Ad-hoc administrative duties as requested by the Academic Administration Manager

SELECTION CRITERIA

• Certificate III / IV in business administration or equivalent and previous experience in clerical/administrative function
• Computer literacy skills appropriate to the task including superior MS Word and Excel skills
• Demonstrated experience in data entry/data management in a complex role where attention to detail was/is essential
• Demonstrated interpersonal and communication skills with the ability to develop and maintain networks and contacts and relate to stakeholders from diverse backgrounds
• Demonstrated diplomacy and awareness of the need for confidentiality
• Demonstrated planning, organisation and administrative skills

POSITION DIMENSIONS

Work Health and Safety Statement
The position is required to cooperate with all health and safety policies and procedures of the College and take all reasonable care to ensure actions do not impact on the health and safety of staff and visitors to the company.

Equal Employment Opportunity
Ensure that the principles of equal employment opportunities are implemented promoted and adhered to, in order to comply with the College policy.
RELATIONSHIPS

Developing and maintaining effective relationships within the College, UWS and the broader education sector are crucial to the position.

Key personnel include:

- Academic Administration Manager
- Timetabling team
- Academic Pathways Managers, Heads of Program and Coordinators
- All UWSCollege staff members
- Relevant external stakeholders

CHALLENGES

- Managing multiple duties and tasks during peak periods with short challenging timelines
- Understanding UWSCollege as a unique entity within a university environment

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies, procedures, guidelines and systems of UWSCollege.

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<tr>
<th>Signatories</th>
<th>Name</th>
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<tbody>
<tr>
<td>Staff member</td>
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Reviews of this position description should occur at performance review. Any agreement to amend or alter this document will require it to be signed and dated as a new document.