

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Administrative Officer
Position Grade	E1
Category	Executive
Campus/School/Unit	Sarawak Campus - School of Language and Foundation
Division	Academic Division
Term of Appointment	Permanent
Effective Date	November 2011

Position Purpose:

The position is an administrative position attached to the School of Language and Foundation at the Sarawak Campus. The person reports to the Head of School and works closely with Associate Heads of School, Program Coordinators, and other staff on campus. The person will provide general administrative support for the School and academic administration of all the educational programs offered by the School, complying with various policies and procedures relevant to the academic operations of the University.

University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university in the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology, and on gaining university status in Malaysia, it changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004.

The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2010 the Sarawak Campus has approximately 4,000 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a wider diversity of courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and overseen by the University in Australia.

School of Language and Foundation at the Sarawak Campus:

The School of Language & Foundation is developing rapidly and expanding its programs at the branch campus. The School currently offers five English Language preparatory programs and four foundation programs which can be completed entirely in Malaysia. It also offers a Master of Arts (TESOL).

Undergraduate programs are also being planned as new facilities become available on the Kuching campus.

Participation on Committees:

The person will participate in various committees within the School to provide administrative support to the entire range of academic programs offered within the School.

Reporting Relationships:

This positions' supervisor/manager	Head of School or any other person as nominated by the Director, Academic
Other positions reporting to <u>this</u> position	none

Location:

This position is located at the Sarawak campus.

SECTION B: Key Responsibility Areas

The position assists the Head of School, Associate Head of School, Program Coordinators, and other activity coordinators within the School in a number of areas, taking responsibility for the smooth administration of those areas. The key responsibility areas (KRAs) are listed below; these do not constitute a comprehensive statement of the position activities however.

Key Responsibility Areas		
1.	GENERAL ADMINISTRATION ASSISTANCE	<ul style="list-style-type: none"> _ School's financial budget _ School's human capital plan _ Staff-recruitment activities _ Workspace allocation _ Office equipment and facilities _ Travel, insurance, and immigration _ Staff-development activities (including conference participation) _ School meetings, seminar, and other events _ Projects undertaken by the School _ Purchases and subscriptions by the School _ Liaison with other units in the Campus _ Record keeping and reporting
2.	PROGRAM ADMINISTRATION ASSISTANCE	<ul style="list-style-type: none"> _ Liaison with accreditation/approval authorities _ Program transition (phasing out of old programs) _ Workload allocation (for full-time and part-time staff) _ Academic quality assurance process and documentation _ Student service _ Record keeping and reporting

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Desirable / Preferable
1.	Bachelor's degree in Language/Education, or a related field from a recognised institution	Essential
2.	Post-school certificate or diploma in an administrative subject from a recognised institution	Desirable
3.	Post-graduate certificate, diploma, or Master's degree in a management-related field from a recognised institution	Desirable
4.	<i>Sijil Pelajaran Malaysia</i> (SPM) with Credit in English and Bahasa Melayu	Desirable

Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the positions key responsibilities.		Essential/Highly Desirable / Preferable
1.	Knowledge in statistical analysis.	Essential
2.	Oral Communication skills (in English and Bahasa Melayu)	Essential
3.	Written Communication skills (in English)	Essential
4.	Interpersonal skills (ability to interact with others effectively)	Essential
5.	Basic computer skills (office applications)	Essential
6.	Advanced computer skills (database, Web design, desktop publishing)	Desirable
7.	Administrative experience in a large organisation	Desirable
8.	Experience in academic administration in an institution of higher learning	Desirable
9.	Experience in budgeting and planning	Desirable
10.	Experience in dealing with government bodies	Desirable

Swinburne Attributes:

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)
(<http://www.swin.edu.au/corporate/hr/attributes/>).

Further Information:

Further information is available from Andrea Sim, Manager, Human Resources at telephone 082-416353 ext. 8756, fax 082-260821, email asim@swinburne.edu.my

Applications:

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name:

Date:

Signature: