Position Title	Thesis Examinations Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Griffith Graduate Research School
Classification	HEW 5
Position Number	00063635
Reports To	HDR Operations Team Leader (Progress & Completions)
Employment Type	Fixed Term

1.0   Position Purpose

This position provides support to the HDR Operations Team Leader (Progress and Completions), to administer an HDR progression, thesis submission, examination and completion service through the PeopleSoft Thesis Examination module, as well as tracking the progress of HDR candidates throughout the entire thesis examination process. In addition, the position will assist in the preparation of correspondence and reports and update information on the Griffith Graduate Research School website.

2.0   Eligibility Requirements

- The occupant of this position will hold a degree, or an equivalent combination of relevant experience and/or education/training.

3.0   Key Responsibilities

- Create, process and manage data and information using various student systems ensuring, data integrity and accuracy at all times.

- Assist in the coordination and administration of the entire thesis examination process from submission through to award.

- Assist with the preparation of written material and correspondence to inform a range of internal and external clients regarding theses management.

- Provide written and oral advice to clients on systems, policies and procedures pertaining to the thesis examinations area and Higher Degree Research more broadly.

- Troubleshoot and provide assistance to internal and external clients regarding all aspects of the online thesis examination systems.

- Under guidance of the HDR Operations Team Leader (Progress & Completions) perform updates to the Griffith Graduate Research School website.

- Provide assistance to other areas across the Griffith Graduate Research School to meet high workflow demands as required.

- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.

- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.

- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0   Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our Capability Development Framework.