Position Title	Administration Officer
Group/Portfolio	Student Life
Classification	HEW4
Position Number	00050108
Reports To	Manager, Student Disability and Accessibility
Employment Type	Continuing

1.0 Position Purpose

Under general direction, this position is responsible for providing administrative assistance and support to the Student Disability and Accessibility Team's day-to-day operations.

2.0 Eligibility Requirements

- Completion of a minimum of an associate diploma qualification and at least two years relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide general administrative support including diary and appointment management, record management, maintaining and reviewing administrative processes and making suggestions for improvement.

- Perform routine research and project work, including data collection and entry and the preparation and formatting of correspondence, presentations and reports.

- Maintain databases and online systems, undertake procurement and financial transactions using the University's finance systems (eg payment and invoice requests).

- Support working parties and ad hoc committees including the preparation of agendas and minutes and ensure follow up of actions.

- Review and update web content ensuring accuracy and relevance.

- Support 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](#).