Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Administrative Assistant
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics
Classification	HEW Level 4
Position Number	00062137
Reports To	Senior Executive Officer
Employment Type	Fixed Term

1.0 Position Purpose

Under general direction, this position is required to provide general administrative support to the day-to-day operations of the element.

2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide general administrative support, including ordering stationery, catering and routine procurement, managing room bookings, organising meetings, building access, taxi vouchers and visitor parking.
- Manage generic email accounts; assist with organisation of events, activities and mail-outs; maintain website content and use desktop publishing to produce presentations, and spreadsheets and charts to prepare high quality reports and papers.
- Assist in managing the flow of information; establishing and maintaining administrative systems, including spreadsheets, information systems, registers, online booking systems, procedures and databases; record management/filing; preparing routine and ad hoc correspondence; undertake minor updates of web content.
- Manage diary and travel bookings, liaise with other areas within the University, and provide administrative support to working parties/ad hoc committees as needed.
- Support the organisation of events and workshops.
- Coordinate on-boarding on new staff and HDR students as required.

- Support processes and data entry associated with the Teaching Allocation Tool (TAT).
- Respond to/refer general enquiries, including undertaking reception duties, as needed
- Assist in monitoring budget expenditure, undertake financial transactions using the University's finance systems (eg payment and invoice requests, credit card reconciliations)
- Support HR processes by raising online casual and sessional engagements, advert requests and appointment forms.
- Organise travel, accommodation, itineraries and support selection panels as required.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- 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.