Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Senior Student Administration Officer
Group/Portfolio	DVC Education / Student Life
Classification	HEW 5
Position Number	00050956
Reports To	Student Administration Team Leader
Employment Type	Continuing

1.0 Position Purpose

Under direction of the Student Administration Team Leader, the Senior Student Administration Officer provides high-quality, client-focussed administrative services to stakeholders, including students and staff to support the University's academic activities, including enrolment, credit assessment, program progression and graduation.

2.0 Eligibility Requirements

- The occupant of this position will hold a bachelor's degree level of education and/or an equivalent combination of education and experience.

3.0 Key Responsibilities

- Deal with complex student administration issues and the provision of advice to students and staff. relating to the student lifecycle including enrolment, program variation, progression and graduation.
- Assess and process relevant applications, including but not limited to credit processing, cross institutional study, degree variations and course substitutions.
- Check students' eligibility to graduate, liaise with academic elements and coordinate with Graduations Office.
- Participate in activities that support the student journey from recruitment to graduation.
- Contribute to and provide assistance to the delivery of Student Administration functions.
- Contribute to the effective implementation and support of any third-party student administration functions, including but not limited to Open Universities Australia, Australia & New Zealand School of Governance and BULA.
- 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.