



## Faculty of Arts, Design & Architecture

**Job no:** 500956  
**Work type:** Full-time  
**Location:** Sydney, NSW  
**Categories:** Administration

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### Teaching Support Officer (Indigenous Identified)

**School of Built Environment**  
**Faculty of Arts, Design & Architecture**

- Full time (35hrs/week) continuing.
- Level 6: \$88K-94K Plus 17% Super and leave loading

The role of Teaching Support Officer is responsible for overall support to Academic staff and students to ensure Teaching is delivered efficiently and appropriately. This includes ensuring appropriate learning spaces, TELT (Technology Enabled Learning & Teaching) and logistical support are delivered on time and as required.

This position is situated in a team-based environment where during peak times the sharing of roles and the collaborative support for the work of colleagues may occur.

The role has a dual reporting line to the Deputy Faculty Executive Director and School Manager.

#### Skills and Experience

- Relevant tertiary qualifications and/or an equivalent level of knowledge gained through any other combination of education, training and/or experience
- High-level understanding of course coordination, handbook requirements, Teaching Support logistics and program administration
- Proven experience working with University enrolments and a strong understanding of the day-to-day enrolment functions which require attending to
- Strong understanding of TELT requirements and the ability to apply technical and procedural knowledge to a range of teaching-specific requests
- Excellent problem solving, communication, analytical and organisational skills with an ability to meet deadlines and to identify gaps in service and make suggestions for improvement
- Proficiency in a range of computing skills including word processing, spreadsheets, and databases and a willingness to learn new systems
- Ability to work independently with minimal supervision and work productively as part of a team

This position is open to Aboriginal and Torres Strait Islander applicants only. UNSW has obtained an exemption under section 126 of the *Anti-Discrimination Act 1977* (NSW) to designate and recruit professional and academic positions for Aboriginal and Torres Strait Islander persons only, to fulfil UNSW's goal of a representative workforce rate.

Applicants should obtain a copy of the position description and systematically address all the selection criteria in your application. You must submit applications on-line to be considered for the position.

#### Contact:

Catherine Rowe, Deputy Faculty Executive Director, Faculty of Arts, Design & Architecture (ADA)  
E: c.rowe@unsw.edu.au

**Applications close: 3rd February 2021.**

**Job no:** 500953  
**Work type:** Part-time  
**Location:** Sydney, NSW  
**Categories:** Administration

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### Administrative Assistant (Indigenous Identified)

**School of the Arts and Media**  
**Faculty of Arts, Design & Architecture**

- Part time (21 hrs/week) fixed term till 18 Feb 2022
- Salary: \$69K-73K Plus 17% super and Leave loading (Pro-rata)

The Administrative Assistant takes a responsible role in the establishment, maintenance and improvement of office systems, policies and procedures to ensure efficient operation and excellent customer service provision. This role will primarily support the

School office teams, working closely with other school administrative staff under the direction of the School Managers. The Administrative Assistant will also provide general administrative support to the Dean's Unit under the direction of the Faculty Executive Officer.

The role of the Administrative Assistant, reports to the School Manager and has no direct reports.

#### Skills and Experience

- Associate diploma or equivalent combination of qualifications and work experience
- Strong organisational skills including ability to prioritise tasks and duties in order to meet deadlines
- Excellent customer service, interpersonal, written and oral communication skills
- Demonstrated experience in a range of computing skills including word processing, spreadsheets, and databases and a willingness to learn new systems
- Ability to work effectively and with high level of attention to detail in a busy office
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

This position is open to Aboriginal and Torres Strait Islander applicants only. UNSW has obtained an exemption under section 126 of the *Anti-Discrimination Act 1977* (NSW) to designate and recruit professional and academic positions for Aboriginal and Torres Strait Islander persons only, to fulfil UNSW's goal of a representative workforce rate.

Applicants should obtain a copy of the position description and systematically address all the selection criteria in your application. You must submit applications on-line to be considered for the position.

#### Contact:

Catherine Rowe, Deputy Faculty Executive Director, Faculty of Arts, Design & Architecture (ADA)  
E: c.rowe@unsw.edu.au

**Applications close: 31st January 2021**

**Job no:** 500942  
**Work type:** Full-time  
**Location:** Sydney, NSW  
**Categories:** Administration

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### WIL Assistant (Indigenous Identified)

**Faculty of Arts, Design & Architecture**

- Full time (35hrs/week) Continuing
- Salary: \$69K-73K Plus 17% super and leave loading

The Work Integrated Learning team supports the development of Faculty initiatives to support and strengthen student engagement programs in order to positively influence the student experience. This includes identifying, developing and implementing student development opportunities to enhance the student experience and ensure work-readiness. The Work Integrated Learning team is responsible for the placement and professional experience students complete as part of their course requirements.

The Work Integrated Learning (WIL) Assistant provides effective administrative support for all Work Integrated Learning courses in the Faculty. This role is a shared support role providing support to all staff and students relating to work placements in accordance with government and University procedures and requirements. The role of the WIL Assistant reports to WIL Administrator – Systems and has no direct reports.

#### Skills and Experience:

- Relevant tertiary qualifications with relevant experience and/or an equivalent level of knowledge gained through any other combination of education, training and/or experience
- Proven ability to work with a range of stakeholders and work productively as part of a team
- Experience working in a shared support capacity supporting multiple work units with varying service needs and the ability to prioritise and coordinate tasks effectively
- Demonstrated attention to detail while consolidating information from different sources
- Well-developed organisational skills and a demonstrated ability to meet deadlines

- Capacity to learn and implement new systems and procedures as appropriate
- Proficiency in a range of computing skills including word processing, databases and Microsoft Office. Excellent written and verbal skills and a high level of attention to detail

This position is open to Aboriginal and Torres Strait Islander applicants only. UNSW has obtained an exemption under section 126 of the *Anti-Discrimination Act 1977* (NSW) to designate and recruit professional and academic positions for Aboriginal and Torres Strait Islander persons only, to fulfil UNSW's goal of a representative workforce rate.

Applicants should obtain a copy of the position description and systematically address all the selection criteria in your application. You must submit applications on-line to be considered for the position.

#### Contact:

Christine Ly, WIL Manager  
E: c.ly@unsw.edu.au

**Applications close: 3rd February 2021**

**Job no:** 501004  
**Work type:** Part-time  
**Location:** Sydney, NSW  
**Categories:** Administration

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### Administrative Assistant (Indigenous Identified)

**Faculty of Arts, Design & Architecture**

- Part time (21hrs/week) Continuing
- Salary: \$69K-73K plus 17% super and leave loading (pro-rata)

The Administrative Assistant takes a responsible role in the establishment, maintenance and improvement of office systems, policies and procedures to ensure efficient operation and excellent customer service provision. This role will primarily support the School office teams, working closely with other school administrative staff under the direction of the School Managers. The Administrative Assistant will also provide general administrative support to the Dean's Unit under the direction of the Faculty Executive Officer.

The role of the Administrative Assistant reports to the Executive Officer and has no direct reports.

This position is situated in a team-based environment where during peak times the sharing of roles and the collaborative support for the work of colleagues may occur.

#### Skills and Experience

- Associate diploma or equivalent combination of qualifications and work experience
- Strong organisational skills including ability to prioritise tasks and duties in order to meet deadlines
- Excellent customer service, interpersonal, written and oral communication skills
- Demonstrated experience in a range of computing skills including word processing, spreadsheets, and databases and a willingness to learn new systems
- Ability to work effectively and with high level of attention to detail in a busy office
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

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Applicants should obtain a copy of the position description and systematically address all the selection criteria in your application. You must submit applications on-line to be considered for the position.

#### Contact:

Melinda Harvey, Executive Officer  
E: melinda.harvey@unsw.edu.au

**Applications close: 3rd February 2021**