

Position Description *(Team member)*

Our Vision: To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.

Our Mission: to provide excellent evangelical theological education.

Position Title:	Academic Administrator – Preliminary Theological Certificate
Industrial Instrument and classification:	Educational Services (Post-Secondary) Award, General Staff, Level 4
Reports to:	Assistant Registrar – Preliminary Theological Certificate
Employment status:	Full time
Primary Purpose of Position:	To maintain the daily operations and delivery of the Preliminary Theological Certificate course
Special tools/equipment or conditions:	Student database My Moore Moodle TRIM
Relationships:	Internal: Finance Team IT Team Library Recruitment and Communications Team Moore Distance Education Committee (MDEC)
	External: Students Prospective students Group Leaders

Selection Criteria

Essential:

- Minimum 4 years' experience in an administration role
- Excellent customer service skills
- Competence in MS Office, databases and records management systems
- Strong verbal and written communication skills
- Good organisational skills with high attention to detail
- Proven ability to generate good working relationships with a diverse range of people
- Ability to support and promote the Christian mission and values of Moore College

Desirable Criteria:

- Experience in the higher education sector
- Understanding of the Sydney Anglican Diocese

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Employee Name

Signature

Date

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Quality		
Course Management	<ul style="list-style-type: none"> • Provide accurate and timely responses to enquiries from continuing students, chaplains, parishes and schools • Administer the enrolment process for students • Provide ongoing administrative and basic technical support for students • Ensure unit materials are provided to students on time • Administer the exam processes and liaise with casual markers of student assessments • Maintain student records, assessments, exams and results • Update PTC communications and templates as needed • Liaise with the Finance department regarding fees and payments as required • Ensure the course databases are accurate and updated as required • Administer PTC graduation with the supervisor • Administer the student newsletter • Maintain the procedures documents • Archive documents where applicable 	<ul style="list-style-type: none"> • Student records are accurate and up to date • Student database is accurate and up to date • Student enquires are answered within 48 hours • Casual markers are set up and marking is completed within 2 weeks after the completion of the assessment • Students receive materials prior to the start of the unit • Course databases are accurate and updated as required • Procedures are accurate and up to date
Administrative Support	<ul style="list-style-type: none"> • Provide administrative support for quality improvement projects and other projects • Provide organisational and administrative support to faculty where appropriate • Assist with and support applicable College events when required • Assist other members of the Registrar team with tasks as required • Undertake any other duties as directed by the supervisor 	<ul style="list-style-type: none"> • Maintains a professional relationship with Faculty • Applicable College functions and events are supported
Influence		

Communication	<ul style="list-style-type: none"> Ensure that relevant information regarding course matters, plans or issues are effectively communicated to key stakeholders, including faculty and staff. 	<ul style="list-style-type: none"> Stakeholders are kept informed
Cross Unit Cooperation	<ul style="list-style-type: none"> Collaborate with other departments as required. Communicate issues, needs or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for. 	<ul style="list-style-type: none"> Other departments are aware of potential impacts of department plans. Information is provided accurately and in a timely manner.
Capacity		
Prospective Students	<ul style="list-style-type: none"> Provide accurate and timely information to prospective students, parishes and schools Provide support and assistance to prospective students Maintain course information in brochures, website and other sources 	<ul style="list-style-type: none"> Prospective students, parishes and schools receive accurate information within 48 hours of enquiry Course information in brochures, website and other sources is accurate and up to date
Sustainability		
Continuous Improvement	<ul style="list-style-type: none"> Seek to identify and implement efficiencies and continuous improvement in course and administrative processes 	<ul style="list-style-type: none"> Contributions are made to discussions about improvements
General		
Community	<ul style="list-style-type: none"> Demonstration of the College's values Make a positive contribution to the College culture Assist and cooperate with other teams Encourage teamwork and foster good communication. 	<ul style="list-style-type: none"> Participation in team and staff meetings Contributes to the College culture
Risk and Compliance	<ul style="list-style-type: none"> Compliance with WHS legislation, policy and Procedures Participate in, promote and raise awareness of WHS in the College community. Contribute to the maintenance of a safe, clean environment in the College community. Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks. 	<ul style="list-style-type: none"> Evidence of participation in WHS activities, e.g. training. Evidence of risk management in work activities.

	<ul style="list-style-type: none"> • Manages risk appropriately in all work activities. 	
Professional Development	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. • Participate in the annual performance review 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training. • Performance reviews are completed annually