Position Description

About Moore Theological College	
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.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration, Stewardship, Innovation and Improvement, Cooperation and Teamwork

Position Details	
Position Title:	**Academic Administrator**
Primary Purpose:	• To facilitate the academic progress of the undergraduate students of Moore Theological College. • To provide administrative support to the Registrar and Faculty.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 4
Special tools/equipment or conditions:	General office equipment National Police Check required
Relationships:	*Internal:* • Registrar's department • Academic Dean • Dean of Students • Partnerships and Future Students department • Faculty *External:* • Incoming undergraduate students • Undergraduate and Moore PTC students • Government bodies • Sydney Anglican diocese • Markers
Reports to:	Registrar
Date of issue:	March 2024

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Experience working in an administration role, demonstrating high attention to detail, confidentiality and the ability to prioritise
- Excellent verbal and written communication skills
- Competence in MS Office including intermediate skills in Excel and Word
- Competence in the use of databases and record management systems
- Proven ability to actively identify and harness opportunities for enhancing processes and systems
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Desirable:

- 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.

Name:	
Signature:	Date:

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Quality		
Academic Governance	• Prepare agendas and produce minutes for meetings. • Support the administration of academic policy development and review.	• Agendas are created and circulated in a timely manner. • Minutes are generated and sent for approval within three days of the meeting. • Policy documents are processed in accordance with College procedures.
Compliance	• Implement academic policies and regulations, including interpretation, application and advice to students. • Support the Registrar in maintaining registers for compliance related to student matters.	• Academic policies are correctly implemented, and accurate advice is provided to students.
Academic Quality	• Administer the College's participation in the QILT student surveys and promotes student participation in the surveys. • Summary reporting to the Registrar on QILT survey data and other academic performance data. • Support the Registrar in academic quality improvement projects.	• Information required for the administration of the QILT survey is prepared and submitted on time. • Clear and useful academic data is provided to the Registrar. • Assigned academic quality improvement tasks are performed on time and to a high standard.
Influence		
Communication	• Ensure that relevant information regarding academic matters, plans or issues is effectively communicated to key stakeholders, including faculty and staff. • Communicates with students regarding their course enrolment.	• Stakeholders are kept informed. • Communication/correspondence is appropriate to the audience. • Communication with students is clear, helpful and timely.

Cross-unit Cooperation	• 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. • Provide support to faculty and management where appropriate.	• Other departments are aware of potential impacts of department plans. • Administrative support is provided to academic departments in a timely manner. • Information is provided accurately and in a timely manner.
Capacity		
Academic Administration	• Maintain undergraduate student records. • Assist the Registrar and Assistant Registrars with administrative duties, tasks, and events as required. • For undergraduate courses and the Moore PTC course, updates publications and documents. • Prepare and issue student communication as required. • Provide administrative support to online undergraduate students and to the Moodle (MOD) Administrator. • Administer registration of units of study for undergraduate students • Liaise with external markers for the marking of student assessments and provide them with information and support. • In collaboration with the team, administer the running of exams. • In collaboration with the team, process academic results for undergraduate students and administer the re-marking and resubmission of tasks. • Maintain and develop the online learning environment for undergraduate students (Moodle).	• Student records are accurate and up to date. • Tasks given by the Registrar are completed on time and accurately. • Enquiries are responded to daily. • The Moodle environment is maintained to provide a positive student experience. • External markers are provided with information as soon as required.
Sustainability		

Other	• Comply with any other duties or requirements as directed by the Registrar. • Document processes as required.	• Attempts (within reason) to perform any other duties as required outside of this position description. • Current processes are documented.
General		
Community	• Demonstration of the College's values. • Make a positive contribution to the College culture. • Encourage teamwork and foster good communication. • Assist and work collaboratively with others. • Actively participate in team and other meetings.	• Participation in team and other meetings. • Contributes positively to the College culture.
Risk and Compliance	• 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. • Ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks. • Manage risk appropriately in all work activities.	• Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • When applicable, documents are regularly updated in the record management system.
Professional Development	• Maintain current competencies. • Attend internal and external training as required. • Participate in the annual performance review.	• Competencies remain up to date. • Evidence of participation in internal and external training. • Performance reviews are conducted annually.