

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

Position Details	
Position Title:	Administrative Assistant to the Dean of Students and Dean of Women
Primary Purpose:	To provide administrative support to Dean of Students and the Dean of Women.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 4
Special conditions:	National Police Check required
Relationships:	<p><i>Internal:</i></p> <ul style="list-style-type: none"> • Operations Team Leader • Concierge • Communications team • IT team • Faculty • Staff <p><i>External:</i></p> <ul style="list-style-type: none"> • Students
Reports to:	Dean of Students
Date of issue:	May 2025

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Active membership of a Christian church
- Experience in administration, reception or customer service
- Ability to maintain strict confidentiality
- Excellent communication and interpersonal skills and professional presentation
- Demonstrated ability to manage time and solve problems
- Competent in the use of Microsoft Office and databases
- Ability to work independently and actively using initiative
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Desirable:

- Experience in a Personal Assistant / Executive Assistant / Secretary role
- Experience in the higher education and/or not-for-profit 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
Core		
Administrative Support for the Dean of Students (DoS) and Dean of Women (DoW)	<ul style="list-style-type: none"> • Provide administrative support for the DoS and/or DoW, including: <ul style="list-style-type: none"> ○ Diary management and arranging appointments with students and internal and external stakeholders; ○ Prioritising and organising emails, including responses for follow-up, escalation and action items, etc.; ○ Responding to or redirecting routine questions/matters; and ○ Maintaining a follow-up task list. • Support the administration of chaplaincy and IMR groups, proclamation groups, and maintain group lists. • Arrange room bookings for meetings or groups. • Create meeting agendas and take minutes as required. • Gather information needed for the 'What's on at Moore' weekly publication, collaborating with the Communications team for its production. • Gather information and conduct research on behalf of the DoS and/or DoW, as required. • Provide recommendations and solutions to issues as they arise for DoS and/or DoW consideration. • Ad hoc tasks and projects for the DoS and/or DoW as required. • Meets with DoS and/or DoW weekly or as required. 	<ul style="list-style-type: none"> • The DoS and/or DoW are aware of all issues at the appropriate level. • Diary is managed daily. • Appointments are made in a timely manner. • Email is sorted/distributed as soon as possible daily. • Email responses are sent in a timely manner. • Follow up task lists are up to date • Confidentiality is maintained. • Bookings and lists are maintained and accurate at all times. • Agendas and minutes are prepared and sent out within two (2) days of the meeting. • Weekly publication is produced on time.

Ordination candidacy process	<ul style="list-style-type: none"> On behalf of the DoS, manage the various stages of the ordination candidacy process in conjunction with the Assistant Registrar, including following up outstanding reports for approval. 	<ul style="list-style-type: none"> Ordination candidates and Diocese are sent the letter of recommendation within two (2) days of approval. All appropriate approvals are obtained. Appropriate records are kept.
Administration Support to proposed online Student Support	<ul style="list-style-type: none"> Work with the DoS and DoW to produce video content for student education. Liaise with video presenters about the filming schedule and location. Liaise with the Communications and IT teams about filming, editing and uploading videos to the Moore College Website. 	<ul style="list-style-type: none"> Quality video training resources are produced and uploaded to the website in a timely manner in collaboration with the DoS, DoW, and Communications and IT teams.
Concierge Support	<ul style="list-style-type: none"> Cover the Concierge desk when the Concierge is absent, including but not limited to managing the email inbox, arranging room and car parking bookings, answering phones, handling visitors, etc. Handle enquiries from internal or external stakeholders as required. 	<ul style="list-style-type: none"> Enquiries are handled in a friendly, professional and efficient manner and people are directed to the right location or department. Tasks are completed as agreed.
General		
Community	<ul style="list-style-type: none"> Demonstrate the College's values. Make a positive contribution to the College culture, including encouraging and participating in teamwork and fostering good communication across teams. Actively participate in team and other meetings. 	<ul style="list-style-type: none"> Participation in team and other meetings. Information is shared with stakeholders accurately and in a timely and appropriate manner. Contributes positively to the College culture.

Risk and Compliance	<ul style="list-style-type: none"> • Sign and adhere to the Code of Conduct. • Comply with College policies and procedures and applicable legislation and regulatory frameworks. • Participate in, promote and raise awareness of WHS and safeguarding in the College community. • Contribute to the maintenance of a safe, clean environment in the College community. • Manage risk appropriately in all work activities. • Maintain College records. • Document processes as required. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • 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	<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 conducted annually.