



Position title	Administrative Officer – National Collaboration in Higher-Level Mathematics Instruction using the Access Grid
Faculty	Science
Occupant	New position – Collaboration and Structural Reform (CASR) grant
Reports to	Executive Officer, CASR project, School of Mathematics and Statistics
Manages	The day-to-day administration of the CASR grant project: “ <i>National collaboration in higher-level mathematics instruction using high-speed high-bandwidth internet-based communication technology</i> ”
Internal work contacts	Head – <i>School of Mathematics and Statistics</i> CASR Executive Officer – <i>School of Mathematics and Statistics</i> Administration Manager – <i>School of Mathematics and Statistics</i> Finance officer – <i>School of Mathematics and Statistics</i> Computer Systems Manager – <i>School of Mathematics and Statistics</i> Director – <i>Student Centre</i>
External work contacts	Registrar / Student Services Managers of partner institutions Year coordinators of partner institutions Director – <i>Australian Mathematical Sciences Institute (AMSI)</i> Director – <i>International Centre of Excellence for Education in Mathematics (ICE-EM)</i> Academic and Technical Working Groups – <i>ICE-EM Access Grid Room Project</i>

Overall purpose

To provide administrative support for all of the activities of the CASR project’s Executive Officer, including keeping records, scheduling appointments and meetings, taking minutes, preparing and sending documents, organizing travel and accommodation, responding to and sending messages, maintaining project interfaces with webpages.

Position context

The University of Sydney is the lead institution for a CASR grant to develop, implement and evaluate learning and teaching systems for advanced and honours-level mathematics education by sharing the capabilities of several Australian universities through the novel use of high-speed internet-based communication technology.

The need for this project was identified in the December 2006 National Strategic Review of the Mathematical Sciences Research in Australia conducted under the auspices of the Australian Academy of Sciences and funded by the ARC Special Research Initiatives Scheme. The report (<http://www.review.ms.unimelb.edu.au/>) outlines a national strategy to rebuild and re-invigorate the mathematical sciences in Australia. Chapter 5 of the Review identifies the honours year as the precursor to becoming a mathematical sciences researcher and notes the need for a wide availability of honours mathematics and statistics courses.

This project is led by an Executive Officer, who manages both the policy level of course coordination and the technical infrastructure including the training and support across partner universities (Macquarie

University, the University of Wollongong, the Australian National University, La Trobe University and the University of South Australia). The Administrative Officer will work collaboratively with the Executive Officer, a Technical Officer and a Research Assistant to ensure the smooth day-to-day operation of the CASR grant project.

The ideal candidate will have an experience in office administration. They will also be self-motivated with the ability to try out new office technologies to improve administration processes and be able to prioritise tasks within given deadlines. As the first point of contact for the CASR project, good communication skills are essential.

Key result areas

1. Establishment of CASR project administration processes

- Identifying all business and administration processes (such as record keeping, minutes taking, reporting and travel arrangement),
- at the same time developing business document template for those tasks.
- Keeping in regular close contact with the Executive Officer and other related educational and technical stakeholders to organize appropriate business meetings.
- Establishing the CASR project inquiry process.

2. Operation of CASR office administration

- Keeping the information on the CASR website up-to-date.
- Provision of prompt attendance to all CASR project office inquiries (including appropriate delegation of queries).
- as needed organizing and attending CASR related meetings.
- as needed organizing and scheduling of any training and support sessions for academic staff in participating universities.
- Documentation of all business process being developed for CASR project.

Key Performance Indicators

The Administrative Officer will

1. Ensure the all project activities are appropriately documented and stored.
2. Ensure the coordination and appointments of meetings (including travelling arrangement).
3. Provide the detailed minutes of all the meetings.
4. Ensure the timely preparation and provision of administrative documents.
5. Prompt response to administrative inquiries.
6. Ensure the information on the project webpage is up-to-date.

Selection criteria

Essential

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

The Candidate should have:

- Trades certificate or certificate III; or Year 12 or a Certificate II, with relevant work experience; or Equivalent combination of relevant experience and/or education/training.
- Appropriate knowledge and the ability to produce business-style documentation.
- Ability to work and operate well in a team environment.
- Excellent written and verbal communication skills.

Desirable

- Experience in word processing (such as Microsoft Word) and spreadsheet (such as Microsoft Excel) applications.
- Familiar with telecommunication tools such as Instant Messaging and Videoconferencing tools.

Signature

Head of Department / Unit



Date 1 April 2008