

Administrative Assistant

Residential Colleges

Position number	00037816
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 2
Reports to	Manager, Residential Colleges (Level 8)
Direct reports	Nil

Context

The Residential Colleges Branch is responsible for the provision of Student Residential Colleges for students boarding away from home, including accommodation, meals, student care and development, and educational and recreational resources and programs.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide clerical and administrative support to the work unit, including basic research.
- Provide administrative support for meetings and conferences, including organising events and preparing agendas.
- Prepare, process and deliver correspondence, action routine matters by drafting responses and preparing basic reports.
- Maintain an effective correspondence filing system for corporate information and records relating to projects, initiatives, committees and other activities.
- Undertake procurement processes, including office supplies and service purchasing activities.
- Utilise office equipment to support Residential Colleges operations and ensure that equipment is working properly and ready for use by other staff.
- Manage incoming telephone calls, visitor enquiries, diary appointments, meetings, emails and other communications.
- Assist with travel arrangements, including preparing travel documents and booking flights and accommodation.
- Assist with the preparation of the budget, payment of accounts, credit card reconciliation, maintains petty cash, monitoring expenditure and preparing reports as required.

Selection criteria

1. Demonstrated experience in clerical and general administrative duties.
2. Demonstrated experience in purchasing, processing accounts for payment and monitoring expenditure for a work unit.
3. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise effectively with individuals at all levels.
4. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.
5. Demonstrated sound organisational skills, including the ability to use initiative and work independently or as part of a team.

Eligibility and training requirements

Employees will be required to:

- obtain a current department of Education Criminal Record Clearance prior to commencement of employment
- complete the department's induction program within three months of commencement
- complete any training specific to this role required by departmental policy
- complete the department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 7 June 2022
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