



POSITION DESCRIPTION

Position:	Administrator – Theological School / Part-time (0.6 FTE)
Department:	Theological School
Reporting to:	Dean - Theological School
Directly Supervising:	nil
Salary Range:	Band 1 FTE \$59,019 - \$62,279 - plus 10% Superannuation and Leave Loading 17.5%
Date:	February 2022

POSITION SUMMARY

This position provides administrative support to the Trinity College Theological School (which is one of the ten colleges of the University of Divinity). As well as general office tasks, including reception duties, the Administrator will be responsible for assisting the Registrar in all facets of student enrolment, promotion of events, monitoring room bookings, production of student and community newsletters, management of the Dean's calendar, and providing assistance to students and members of Faculty.

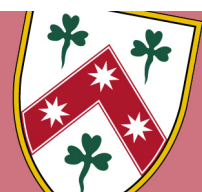
The position is part time (0.6 FTE), working, Monday to Wednesday. Some flexibility may be possible with the selected candidate. After-hours work is not expected.

SELECTION CRITERIA

1. Demonstrated experience in office management and administrative procedures with ability to develop localised procedures.
2. Strong organisational and time management skills, with an ability to prioritise competing demands and tasks in order to meet deadlines.
3. Proven ability in dealing with people in a respectful and sensitive manner, understanding the importance of protocol and quality customer service. This may include confidentiality with pastorally sensitive matters.
4. High level interpersonal communication skills (written and oral) enabling confident interaction with members of the Church, the public, colleagues and students of all ages.
5. Well-developed keyboard skills and computer literacy in Microsoft Office and database applications.
6. Experience with basic webpage maintenance and basic design abilities for creation of posters, advertisements and newsletters using existing templates.
7. Sympathy with the Anglican heritage and ethos of the College required; experience with theological education and/or the Anglican Church desired.

Further Information:

- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- Applicants must be Australian Citizens, Permanent Residents, or hold a valid work permit or visa. If called for interview, evidence of status will be required.





KEY RESPONSIBILITIES

1. Provide first point-of-contact for phone, email, and walk-in enquiries and triage where necessary to relevant staff.
2. Assist the School's Registrar with administrative duties relating to student admissions and enrolments, liaise with Student Services at the University of Divinity, and assist students, as required.
3. Assist the Dean and Academic Dean with maintaining their diaries, particularly regarding student interviews.
4. Provide assistance to students with such matters as timetables, handbook, student cards, forms, and campus access.
5. Manage the front office, maintain stationary and other office supplies, and collect mail from main reception daily. Keep the notice board and brochure display cabinet up-to-date.
6. Deputise when required in taking minutes of faculty meetings, preparing action lists and distributing meeting papers.
7. Assist faculty with preparation of teaching materials, including creation and uploading of online reading materials, photocopying and scanning, and other ad hoc administrative tasks.
8. Manage the room booking calendar of the School's facilities for teaching and other events.
9. Work with the Communications Office on promoting the activities of the School and its events, including attending Communication meetings, regular updating of website information, and generation of newsletters and mailouts.
10. Work with Property and Facility Services to arrange for set-up of facilities for events.
11. Maintain tea, coffee, and milk provisions in the Common Room.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

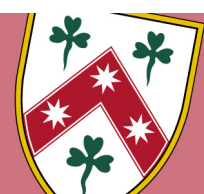
All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for talented students from across Australia and around the world. These programs include:





TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; and Short Programs for domestic and overseas secondary school students, including Young Leaders Programs.
- Trinity College Theological School (TCTS), which, through the [University of Divinity](#), offers high-quality, accredited degrees and diplomas, and also serves the wider community by offering professional development workshops, seminars and lectures in our [Continuing Education](#) program.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society

