



MaristCollege
Canberra

STUDIES OFFICE ADMINISTRATOR

Role Description

In broad terms, the Studies Office Administrator is responsible to the College Headmaster through the Assistant Head of School – Studies to carry out the administrative duties required by the Studies Office.

DUTIES

The Studies Office Administrator is required to:

1. Maintain student records on BSSS and on the College computer database (Synergetic), including grades / marks.
2. Input and maintain administration lists.
3. Maintain and update student files including filing of duplicate electronic student reports each semester.
4. Produce lists, timetables, labels etc as requested.
5. Produce, copy and file Year 10 certificates under direction of Assistant Head of School – Studies.
6. Copy and file Year 12 certificates.
7. Manage Student Records.
8. Maintain the integrity of Synergetic data.
9. Produce individual timetables for teachers and students, and class lists.
10. Provide word processing or other assistance to Studies Office Staff
11. Carry out other clerical duties as directed by the Headmaster or the Studies Office.

SELECTION CRITERIA

Applicants should demonstrate the following skills:

- Commitment to the mission of Catholic education of boys in the Marist tradition,
- Advanced computer literacy skills including the use of the Microsoft Office suite and demonstrated experience using database management software.
- Excellent office administration, including effective time management skills, organisation and prioritising skills, ability to work under pressure and meet deadlines.
- Demonstrated commitment to work of a high standard and ability to process data with a high degree of accuracy.
- Discretion in handling confidential material.
- Ability to maintain effective working relationships in a team environment.
- Ability to undertake new tasks, be flexible and accommodate change, and to respond effectively to challenges.
- A positive and courteous manner when dealing with people.

RENUMERATION

The position is classified under the Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2015-2019 (the Agreement), as amended or replaced. An annual salary commensurate with the skills and qualifications of the successful candidate will be as per the Enterprise Agreement.

TERM

This is a permanent position for commencing Term 3, 2019, with a handover period prior to this to be arranged. Hours of work are generally 8:00am – 3:00 pm each week day during the school term. Some work in the school holidays will be necessary, particularly before the commencement of each Semester, and at the end of the year.

APPLICATION SUBMISSION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Assistant Head of School – Staff, Mr Glenn Slater at hr@mcc.act.edu.au or by phoning the staff office on 62987262.

The closing date for applications is **5:00pm Wednesday 1 May 2019**.

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

Applications should contain:

- A cover letter (2 pages maximum) addressing the selection criteria
- Completed College Application Form – Support Staff
- Updated resume

Applications can be received by:

- Post - PO Box 727 Mawson, ACT 2607
- Email – hr@mcc.act.edu.au
- Delivered directly to the main College reception