



## 1. POSITION DESCRIPTION

Position Title:	Administration Assistant
Department:	Catholic Theological College
Location:	Thomas Carr Centre
Employment Status:	Part Time (22.8 hours), 12 Month Fixed Term Contract
Reports to:	College Registrar
Direct reports:	nil

## 2. POSITION PURPOSE

The Administration Assistant provides administrative support to the College Registrar and the Academic Record Office (ARO), helping to ensure the team's priorities are met efficiently. A key responsibility of this role is serving as the primary contact for the Learning Management System (ARK), offering support to both students and lecturers to ensure the optimal use of the system. Additionally, this role contributes to the smooth operation of the ARO by assisting with day-to-day activities and general office administration, carried out with accuracy, confidentially, and in a timely manner.

## 3. ORGANISATIONAL DESCRIPTION

Catholic Theological College (CTC) was established in 1972 by a group of dioceses and religious orders which agreed to act together as a confederated body in academic matters. CTC is committed to the highest standards of teaching and research in philosophy and theology, within the Catholic tradition. It collaborates in the Church's mission to spread the Gospel, and provides academic formation for people committed to the pastoral service of the Church. In 1973, CTC became a Recognised Teaching Institution of University of Divinity, which was constituted as a degree-granting body by the Parliament of Victoria in 1910.

## 4. KEY ACCOUNTABILITIES

1. Provide support to students and staff in accessing and effectively using the University of Divinity's Learning Management System (LMS).
2. Perform general administrative tasks, including monitoring email and voicemail and forward for appropriate response.
3. Assist with the preparation of internal communications, memos and reports and communicate information to relevant stakeholders at the direction of the Registrar.
4. Assist with updating academic records.
5. Provide general program and project support as required.
6. Manage personal and sensitive information in accordance with University and Archdiocesan Privacy and Recordkeeping Policies.
7. Perform ad-hoc tasks required by the University of Divinity Learning Management System Policy, as directed by the Registrar.

8. Catholic Theological College may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience and ability.
9. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

#### **5. JOB COMPETENCIES – (SKILLS)**

- Strong organizational and time management skills, with the ability to prioritise and manage multiple tasks.
- Demonstrated experienced in using learning management systems (highly desirable).
- Collaborative mindset, contributing effectively to a positive and inclusive team environment.
- Ability to anticipate needs and proactively address challenges.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.

#### **6. PERSONAL COMPETENCIES – (ATTRIBUTES)**

- High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
- Excellent communications skills (verbal and written).
- Excellent time management and work prioritisation skills.
- Friendly and able to build rapport in person and via telephone.
- A capacity to support and further the aims and ideals of higher education in a Catholic setting: well-motivated to work for the Church and ideally possess a commitment to its values and practices.

#### **8. KEY SELECTION CRITERIA**

- Minimum 1 year demonstrated experience in an administrative position.
- Proficient in using MS Office (Word, Excel, PowerPoint, etc.) and experienced with Learning Management Systems (LMS) with the ability to quickly learn and navigate new systems.
- National Police record and Working with Children Checks (essential)

#### **9. POSITION DESCRIPTION ACKNOWLEDGEMENT**

By signing my contract, I acknowledge that I have received, reviewed and fully understand the position description for Administration Assistant, I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_