

UNIVERSITY OF OTAGO
Te Whare Wananga o Otago

JOB DESCRIPTION

JOB TITLE: Office Administrator
DEPARTMENT: Botany
DIVISION: Sciences

PRIME FUNCTION

The prime function of the Office Administrator is to provide effective administration support to the Head of Department, Department Administrator, staff and students at the Department. The administrative support provided is inclusive of the needs of the Ecology Degree Programme which is an integral part of the Department of Botany.

MAIN OBJECTIVES

- To support the Department Administrator in the day to day running of the Department.
- To provide effective administration support for the Ecology Degree Programme.
- To be the first point of contact to the Department of Botany and greet all visitors in a friendly and professional manner.
- To undertake financial processing duties.
- To support all staff in administration of the teaching programmes.

KEY TASKS

Financial Administration

Financial processing

- Accounts payable and receivable are processed accurately and to meet all deadlines.
- Reimbursements and advances are processed and referred to the Department Administrator.
- Department purchasing cards and petty cash are managed.
- Purchasing/ordering for all department supplies is completed correctly and in a timely manner.
- Invoices are coded correctly.
- All orders are receipted on delivery and the relevant staff member(s) is notified

General Administration

General administration

- To assist with the day to day running of the Department including: sorting mail, photocopying, filing, typing correspondence.
- These tasks are completed efficiently and in a timely fashion. Accuracy is maintained.
- Stationery and kitchen supplies are monitored and stocked as required.

Reception duties

- Visitors to the department are greeted and assisted in a friendly and professional manner.
- Phone enquiries are dealt with politely and effectively.

Meeting administration

- Organisation of meetings, room bookings, and correct agenda and relevant documentation are prepared and distributed to participants.
- Minutes are taken accurately and distributed within a short timeframe after the meeting.
- Meeting action points are monitored and followed up in a timely manner.

HOD Calendar

- Assist the Department Administrator in maintaining the Head of Departments Calendar and appointments and ensuring that they are notified of any changes.

Archiving

- Department documents are archived according to university policies, rules, and guidelines.

E-mails/ communication

- Department of Botany e-mails and phone calls are answered and returned in a timely manner. Excellent customer service is provided.
- All enquiries are dealt with in a helpful and professional manner.

General advice

- All staff and student enquiries are dealt with in a helpful manner.
- Timely and relevant advice is provided; students are referred to the relevant staff member when required.

Statistics generation

- Correct departmental statistical data are collected as required.

Travel coordination

- Travel is booked in a timely fashion. Accommodation is arranged.
- Full itinerary is compiled if required.
- Liaison with the University accredited travel agencies is maintained.

Functions

- To organise the booking of venues and catering as required.

Photo/Notice Boards

- All photo and notice boards are kept up to date.

Teaching Support Administration

EFTS reporting

- Accurate reports are provided as required within the timeframe.

Examination administration

- A high level of accuracy is maintained and information to central administration and/or to Divisional office is provided in a timely and effective manner.
- Special examination arrangements are made as required.

Student records maintenance

- Information to central administration and/or to Divisional office is provided in a timely and effective manner.

Postgraduate student administration

- Enrolment process is managed effectively.
- All necessary records are maintained.
- Ensure PhD progress report meetings are arranged in conjunction with the Post Graduate Coordinator and the Head of Department and all documentation is returned to the Postgraduate Office.

Preparation of course materials

- Accurate course materials are produced in a timely manner as requested by staff. Liaison with staff is maintained at all times.

Processing results

- A high level of accuracy is maintained with the recording of all student results.
- Reports are provided within the specified timeframe.

Student enquiries

- Student enquiries are handled with care and addressed in a timely manner.

Student scholarships coordination

- Scholarship information and deadlines are disseminated to students and staff.
- Scholarships are managed effectively.

Summer school administration

- Information to central administration and/or to Divisional office is provided in a timely and efficient manner.
- Information is disseminated to students and staff.

Timetabling

- Workable timetables are produced in a timely manner.
- Information to central administration and/or to Divisional office is provided in a timely fashion and effectively.

Other duties as may be reasonably assigned to this position and for which the position holder has received adequate training or instruction, may be included.

RELATIONSHIPS

Directly responsible to:

Departmental Administrator

Supervision of:

N/A.

Functional relationships with:

Head of Department

Academic and general staff of the Department

Students

University of Otago staff (service and academic divisions)

Visitors to the Department

FINANCIAL RESPONSIBILITY

- Delegated authority to make purchases for the Department of day-to-day supplies and stationary as required within approved budget to the value of \$500.
- Under the oversight of the Department Administrator, as required (within approved budget):
 - Code allocated Department purchasing cards and petty cash;
 - Code invoices;
 - Maintain accounts payable and receivable;
 - Purchase and order all department supplies.

PERSON SPECIFICATION

Qualifications and Experience

- 2-3 years' experience in an administrative role (previous tertiary administration experience would be an advantage).
- Experience in financial processing is essential.
- Competent with computers and Microsoft office software.

Skills and Aptitudes

- Organised, manages self, resources and own workload to meet timelines, even under pressure.
- Ability to multitask and demonstrates high attention to detail.
- An energetic, friendly and customer-focused approach with staff, students and others.
- The ability to work both independently and as part of a team.
- Willingness to undergo training and adapt to a changing environment.
- Communicates in a clear and constructive manner both verbally and in writing.
- Produces work that is accurate and of a high standard of presentation.
- Responds to customer needs promptly and efficiently within agreed timeframes and to a high standard.
- Able to effectively and diplomatically relate to a diverse range of people.
- Results focused; anticipates problems and proactively resolves them in an appropriate manner.
- Able to work autonomously and use initiative to identify and resolve issues.
- Liaise with other parts of University as required to meet customer needs.
- A willingness to constructively engage in multi-department initiatives which may be proposed.
- The ability and willingness to understand the 'bigger picture' in terms of how the University functions and how one's work interacts with the work of others, both internal and external to the Department.
- Actively participates in Performance Development Reviews; seeks new challenges and opportunities to learn; and responds constructively to feedback and modifies behaviour accordingly.
- Proven ability to handle confidential matters with due care and to maintain confidentiality is essential.