

# Wyndham Community and Education Centre Inc

## Job Description

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### Education Administration Assistant Job Description

#### General Information

Incumbent:	-
Classification:	Educational Services (Post Secondary Education) Award 2020– General Staff Level 2.1
Reports to:	Education Manager
Hours:	30.4hrs (4 days/week)
Core hours:	9:00am-5:06pm, two days tbc 11:00am-7:06pm Monday & Wednesday
Duration:	Ongoing

#### Position objective

The Education Administration Assistant undertakes a range of duties across Wyndham CEC's adult education programs that include the Adult Migrant English Program (AMEP), the Skills for Education & Employment (SEE) program and pre-accredited short course programs.

Reporting to the Education Manager, the Education Administration Assistant will work as part of a team this includes three program coordinators and other administration staff.

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### **Duties & responsibilities**

#### *1. General administrative duties*

1.1 Assist Education Coordinators with general administrative duties including:

- Photocopying
- Filing
- Archiving
- Contacting students
- Managing wait lists / re-engaging students
- Preparing student letters
- Liaising with jobactive and Disability Employment Service (DES) providers
- Ordering office supplies
- Assisting with the preparation of student files for audits
- Assisting with enrolments

#### *2. Reception duties*

2.1 Provide reception duties for night classes (5:15pm-7:00pm, Monday and Wednesday nights)

2.2 Take on COVID-19 Marshalling responsibilities, as required

#### *3. Reporting*

3.1 Assist the Education Manager with the collation of statistical data required for reports, as required

3.2 Enter and report student attendance

3.3 Enter and report student results

3.3 Follow up on absences in pre-accredited programs / AMEP

3.4 Collate student program evaluations

#### *4. External venue hire*

4.1 As directed by the Education Manager, oversee the hire of classrooms at external venues including

- Maintaining an up to date list of external venues used
- Checking invoices from external venues before passing onto the Education Manager

#### *5. Risk and Compliance*

5.1 Ensure compliance with Wyndham CEC Policies and Procedures

#### *6. Professional development*

6.1 Attend Professional Development sessions as identified

6.2 Complete an annual PD Log

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### 7. Other requirements

7.1 Attend training services and organisation meetings when required

7.2 Take on other duties consistent with the position as directed by the Education Manager

#### **Important notes**

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre Inc. as stated in its Constitution and Vision & Mission statements.

Have a good strong understanding of Occupational Health and Safety requirements and ensure work practices reflect this.

Have a strong understanding of child safe standards, MARAM and family violence reforms.

#### **Key Selection Criteria**

- Demonstrated experience in an administrative role, ideally within the education sector and with some experience in student record management
- Demonstrated ability to independently manage time, prioritise, and plan work to meet set timelines
- Strong attention to detail
- Ability to establish a good rapport and effective communications with students and colleagues
- Well-developed digital literacy skills including ability to use Microsoft Outlook and the Microsoft Office package

#### **Qualifications**

##### Mandatory

- Valid staff Working with Children Check
- Police Check at time of employment

##### Desirable

- Victorian Driver's Licence