



Job and Person Specification

Title of Position	Academic Administration Manager
Reports to	CEO
Organisational Unit	Administration
Classification	Clerical
Date	December 2018
Salary Range	\$69,000 - \$75,000 p/a pro rata
Employment Type	.9 FTE (6 month fixed term contract with the possibility to extend to 12 months)

Acknowledgement	<p>I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out below.</p> <p>Signed by Employee:</p> <p>Name of Employee:</p> <p>Date:</p> <p>Signed by Chief Executive Officer:</p> <p>Date:</p>
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Job Specification

SUMMARY OF THE POSITION

Adelaide Central School of Art (the School) is a leading independent, not-for-profit, tertiary provider of visual arts education. The School offers undergraduate degrees, specialist short courses, workshops and masterclasses. The studio based teaching program emphasises structured sequential learning and developing practical skills in parallel with rigorous intellectual inquiry. As a single-focus art school, all classes are led by lecturers who are leading practitioners in their field. The School is recognised nationally for its excellence in educational practice and student success; it was identified as the best art school in Australia for overall student experience according to the results of the national 2017 Student Experience Survey.

The Academic Administration Manager is responsible for managing the effective administration of School's accredited undergraduate degree programs, namely the Associate Degree of Visual Art (ADVA), Bachelor of Visual Art (BVA), and Bachelor of Visual Art [Honours]. The position is responsible for ensuring that the policies, procedures, delivery and operations of the degree programs meet the *Higher Education Threshold Standards* and comply with the requirements of the Tertiary Education Quality Standards Agency (TEQSA).

KEY WORKING RELATIONSHIPS

The Academic Administration Manager works closely with administration staff, academic staff, the Academic Committee, and the Academic Board on all matters pertaining to academic administration.

- Reports to the CEO.
- Works closely with the Academic Coordinators and Department Heads to support the effective delivery and continual improvement of the degree programs.
- Works closely with the Finance & Facilities Manager, Student Liaison Officer, and Administration Officer to ensure the effective administration of the degree programs.
- Coordinates the Academic Committee and Academic Board - providing administrative and secretarial support.
- Primary contact for academic and administrative staff to contribute to the maintenance of a productive working environment based upon teamwork, mutual respect and trust.

KEY RESPONSIBILITIES

1. Manage the application, enrolment, recognition of prior learning, withdrawal, and cross-institutional study processes for the School's degree programs.
2. Communicate with academic staff on all administrative matters relating to the degree programs. Develop appropriate written information and guidance materials for academic staff and manage the induction process for new academic staff members.
3. Work closely with the Student Liaison Officer to ensure the effective management of a range of student related policies and processes, including attendance, academic counselling, and extensions. Manage the School's processes for responding to student grievances and incidents of student misconduct.



4. Develop the class timetables for the degree programs and liaise with the Department Heads and CEO to determine teaching allocations. Organise replacement lecturers for classes as required.
5. Oversee assessment processes, including timetabling, certification of grades, and release of results.
6. Review and update all course documentation and information, including the Student Handbook, course brochures, and academic forms (e.g. application and enrolment forms). In partnership with the Department Heads, review and update the unit outlines on an annual basis and course curriculum as required.
7. Support the Finance & Facilities Manager and Administration Officer in meeting the Higher Education data submission requirements. Oversee the responsibilities and workflow of the Administration Officer, in particular the use of the Student Management System.
8. As secretary to the Academic Committee and Academic Board, prepare and circulate the agendas, minutes and papers in consultation with relevant staff members.
9. Manage the monitoring and evaluation processes of the School's degree programs. This requires developing, implementing, and reporting on a range of surveys and reviews, including the semester unit evaluations, the national Student Experience Survey and Graduate Outcomes Survey, and internal and external course reviews as required.
10. In partnership with the Finance & Facilities Manager, monitor student progression, attrition, and completion rates and report data to the Academic Board.
11. Manage the School's benchmarking activities with external advisors, partner organisations and associations.
12. Monitor the implementation and effectiveness of the academic policies. Review and update academic policies and procedures for approval by the Academic Board, ensuring that they comply with the *Higher Education Threshold Standards*.
13. Monitor the School's ongoing compliance with the *Higher Education Threshold Standards* and the regulatory requirements of TEQSA. Manage the School's applications to TEQSA for reaccreditation and renewal of registration as required. Act as the primary point of contact with TEQSA, ensuring that relevant information is communicated to the School's TEQSA Case Manager and that all requests for information are met in a timely manner.
14. Be informed of Higher Education sector news and issues, including proposed changes to legislation and new legislation. Liaise with the Council of Private Higher Education on sector issues and report to the Academic Board as required.
15. Organise, in conjunction with relevant Administration staff, important student related events, including new student orientation days and graduation ceremonies, ensuring that such events are properly certified and effectively managed.
16. Submit written reports for Academic Board and Board of Governors meetings.

SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience in administration within the Higher Education Sector
- Highly developed written and verbal communication skills



- Demonstrated experience in working with stakeholders from a diverse range of backgrounds
- Demonstrated ability to work independently and as part of a team
- Demonstrated ability to manage workflows and competing priorities, including ability to work under pressure and manage competing demands simultaneously
- Demonstrated ability to maintain confidentiality and to sensitively respond to complex issues and grievances

DESIRABLE

- Experience in policy development
- Knowledge of the *Higher Education Threshold Standards* and TEQSA (or experience in ensuring compliance with regulatory obligations)
- Experience working in the Visual Arts Sector