

## **ACADEMIC SERVICES OFFICER**

### **Role Description**

The Academic Services Officer is responsible for assisting with the administration and co-ordination of tasks relating to the Teaching and Learning within the College.

### **Key Responsibilities**

- Support the production and distribution of student reports
- Assist with the scheduling of the Semesterised Report timelines
- Check staff adhere to the report timeline, running various exemption checking reports
- Provide administrative assistance to the Dean of Learning and Academic Services Manager
- Administration Support to Diverse Learning as instructed by the Academic Services Manager
- Communicate effectively with various departments and College staff
- Respond to email enquiries and triaging calls as required for the Dean of Learning
- Complete filing for the Dean of Learning
- Process Illness/Misadventure and ensuring the ruling is recorded in Edumate
- Email teachers and parents for student subject changes
- Organise data for the Learning Progress Meetings, such as: Academic Tracking data, student reflections etc
- Assist with preparing academic documentation, ensuring documents are accurate
- Collate information and continued maintenance of these documents as required
- Ensure a current version of the above mentioned documents are uploaded and available on the student/parent portal of the Rosebank College portal page
- Assist with the preparation of the NAPLAN program
- Assist with the examination set-up and documentation checks as required
- Tasks assigned by the Academic Services Manager

### **Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan**

- Developing harmonious relationships with staff and students via daily interactions
- Upholding the Benedictine value of service to others in community
- Providing a standard of service which will support the realisation of the College's Vision and Mission
- Attending College liturgical celebrations as required

### **Contributing to the Service and Professionalism of the College Support Staff Team**

- Participating in support staff meetings
- Demonstrating flexibility and team work by taking on other roles and tasks within the support staff team as needed from time to time
- Supporting the College priorities to achieve a positive and nurturing learning community for students and staff
- Be committed to ongoing personal planning and professional development to enhance the level of service presented

Other duties as required by the Principal or his/her delegate.