Position Description – Learning and Teaching Innovation Administration Assistant

Updated 06/08/2026

POSITION DETAILS	
Portfolio	**Office of the Deputy Vice-Chancellor (Students)**
Organisational Unit	**Learning and Teaching Innovation**
Supervisor (Title)	**Senior Manager, Learning and Teaching Innovation**
Classification	**Higher Education Officer Level 4**
Employment Type	**Fixed-term, full-time**

POSITION SUMMARY

Under the routine to general supervision of the Senior Manager Learning and Teaching Innovation, this position will work alongside members of the broader Learning and Teaching Innovation team to provide subject matter expertise, through their lived student experience, to student-facing programs and services. The position will provide administrative support to teaching and student outreach, primarily for Flinders University domestic enabling programs.

The position will also work collaboratively with other team members to complete administrative tasks associated with the delivery of professional learning and teaching workshops and the provision of student and staff learning and teaching support.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

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KEY POSITION RESPONSIBILITIES

The Learning and Teaching Innovation Administration Assistant is accountable for:

1. Providing a range of administrative support to assist with the management of teaching and the administration of grades and assessment, primarily for Flinders' suite of domestic enabling programs.
2. Providing administrative support to the successful delivery of staff professional learning, including teaching and learning workshops.
3. Assisting with support and resolution of routine queries from students regarding events, workshops and learning activities.
4. Establishing and maintaining positive working relationships with staff from across the Learning and Teaching portfolio and the Deputy Vice Chancellor (Students) portfolio.
5. Maintaining processes and systems to ensure an effective and accessible electronic records management system of important files, in compliance with the University's policies and procedures.
6. Assisting in the organisation and set up of student support events, workshops, and initiatives, such as English for Academic Purposes, Orientation, and student celebration events.
7. Actively contributing to team planning and discussion around increasing awareness and subsequent participation in workshops and learning activities.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Currently enrolled in a degree at Flinders University.
- Demonstrated broad ranging administrative skills including proficiency with the Microsoft Office suite of software and competency with web-based systems.
- Effective interpersonal skills and the ability to work both independently and as part of a team and to liaise with a wide range of staff and students.
- Effective written and oral communication skills.
- Good organisational skills with demonstrated ability to plan and prioritise work and meet deadlines.
- Proven ability to work effectively as a member of a team and act under the direction of leadership to achieve program/section goals.
- Experience as a topic or course representative at Flinders University - *desirable.*

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