

Position Title	Administration Officer – Beginner Auslan
Department	Education
Reports To	Team Leader – Beginner Auslan
Location	Brisbane or Sydney

Position Purpose

The Administration Officer, Beginner Auslan will be proactive in undertaking administration tasks to enable Deaf Connect to provide the best service for students through the delivery of non-accredited Auslan and Deaf Awareness Training classes. At the direction of the Team Leader, Beginner Auslan this role will give priority to the provision of administration support and information for these courses in a timely manner.

Position – Key Result Areas

Has direct responsibility over [1]
Shares responsibility with others [3]

Recommends, advises, interprets [2]
Provides information [4]

Accountability [1-4]

Community Administration

[1]

In consultation with and at the direction of the Team Leader, Beginner Auslan:

- Oversee the administration of Auslan Beginner Classes, One-Off Auslan Classes, Sign Online, DAT Online and Deaf Awareness Training programs including advertising courses, setting up classes on the website and controlling opening and closing of classes, booking venues, accepting enrolments, managing the back end of the website, booking interpreters as required, printing certificates and collating completed evaluation forms
- Use the student management system aXcelerate to set up classes, enroll participants, produce rolls, gather feedback, prepare, and email certificates to participants of all community classes
- Advise the Team Leader, Beginner Auslan of tutor requirements to fill the Beginner Auslan classes and to work with them to advise of locations and levels of classes
- Coordinate DAT applications and invoicing, facilitating DAT programs, fielding client enquiries
- Ensure tutors can be scheduled against classes
- Organise all aspects of Auslan Immersion Camps

DAT Administration

[1]

In consultation with and at the direction of the Team Leader, Beginner Auslan:

- Coordinate DAT applications & invoicing, facilitating DAT programs, fielding client enquiries
- Oversee all administrative matters in relation to the booking and delivering of DAT presentations in the community
- Ensure continued improvement and quality of DAT services
- Maintain accurate administrative records statistical data and work reports and submit as required

General

[1]

In consultation with and at the direction of the Team Leader, Beginner Auslan:

- Book venues and interpreters as required
- Attendance at events such as graduation, information nights and other marketing events
- Maintain adequate student records
- To provide administration and clerical support including word processing, filing, data entry, invoicing, payments and certificates as required
- Prepare statistical information for the Team Leader, Beginner Auslan for reporting purposes
- Answer telephone and email enquiries, providing accurate and relevant information and / or make appropriate referral
- Other related administration tasks as required at the discretion of the Team Leader, Beginner Auslan
- Ensure continuous improvement and quality of Auslan Beginner Classes, One-Off Auslan Classes and Deaf Awareness Training programs
- Provide quotes for private sign language courses and organise all aspects of the delivery of such

Other duties as directed

Decision Making

Decisions	Recommendations
Time Management and Work priorities	Policy and Service Directions and Priorities

Primary Relationships

Internally	Purpose
Team Leader, Beginner Auslan	Direct Line management, support and supervision
People and Culture – Quality management Coordinator	Collaboration, liaison, support, advice
All Education staff	Shared strategic direction, collaboration and optimization of resources
External	Purpose
All visitors and stakeholders	Information, Direction and Liaison
Members of the Deaf community, subject matter experts and relevant community and professional bodies	Industry consultation, subject matter knowledge and support

Persons or functions that report to the position holder:

N/A

Other duties as required:

Attendance at Auslan Immersion Weekends may be required. This will entail travel outside of the metro area and also work on weekends.

Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical

	N	L	D	M	I	C
Innovating			*			
Planning						*
Organising						*
Financial Management		*				
Customer/Client Orientation						*
Administration						*
Auslan						*

Vision				*		
Data Gathering				*		
Problem Solving						*
Deciding				*		
Implementing					*	
Communicating					*	
Lobbying			*			
Negotiating						*
Consulting					*	
Participating						*

Selection Criteria

Essential

- Knowledge of the Deaf community, language and culture
- Demonstrated ability to perform administrative tasks
- Skills with Microsoft Applications: Microsoft Office Suite (Word, Excel, Outlook, Internet)
- Ability to work autonomously
- Sound organisational and time management skills
- Positive and flexible attitude
- Auslan skills

Desirable

- Proven problem-solving abilities.
- Understanding of Windows operating systems, file structures, file formats, and protocols.
- Demonstrated capacity to work within a team-oriented environment.

Salary

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

Please sign below your agreement of the above position description.

Name _____ Signature _____

Date _____