

POSITION DESCRIPTION

POSITION TITLE:	Student Administrative Support Officer
POSITION NUMBER:	5122
DIVISION / SECTION:	Higher Degrees by Research (HDR)
SUPERVISOR:	HDR Administration Coordinator - 5069
CLASSIFICATION LEVEL:	PAT 5
SALARY RANGE:	\$81,837 - \$88,613 pa, pro-rata
STATUS (FTE):	0.6 FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	- Ability to obtain and maintain a current Working with Children Check (OCHRE card) and National Police Clearance and NT drivers licence.

ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

This position will provide administrative assistance to the Menzies HDR Administration Coordinator, and Menzies Higher Degree by Research (HDR) candidates and supervisors.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Assist with the management of all aspects of HDR candidature administration for the Menzies HDR student cohort including admission, enrolment, candidature progress, and examination with the support of the CDU Research and Innovation unit.
2. Assist with organising events (candidates' oral presentations, student and supervisor training, workshops, and inductions), including booking venues and facilitating online meetings.
3. Coordinate the distribution and reimbursement of RTP student support funds in accordance with Student Support Funds Guidelines.

4. Assist with scholarships and financial management including setting up and processing fortnightly scholarship payments and preparing annual scholarship budgets.
5. Provide general administrative support to the Menzies HDR unit including managing the generic email inbox.
6. Organise and maintain electronic record management systems, under the direction of the HDR Administration Coordinator.
7. Assist with the implementation and communication of policies and procedures under the direction of the HDR Administration Coordinator.
8. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
9. Carry out any other tasks as reasonably required by the Coordinator, Supervisor, and/or Menzies Director.

SELECTION CRITERIA:

Essential:

1. Completion of a relevant tertiary qualification with relevant experience or an equivalent combination of relevant experience and/or education/training.
2. The ability to interact effectively with people from diverse cultures.
3. Demonstrated high level of interpersonal, problem solving and organisational skills with high levels of initiative, ability to prioritise workload and meet deadlines.
4. Proven ability to apply, interpret and communicate policies and procedures.
5. Demonstrated ability to maintain confidentiality.
6. Proven high level of computer literacy including proficiency in Microsoft Office and Excel and the ability to set up, utilise, and maintain data bases and ability to quickly acquire skills in new software packages.

Desirable:

1. An understanding of the culture of tertiary institutions and Higher Education procedures.
2. Familiarity with health research setting.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 26/02/2026

PACKAGE COMPONENT	Minimum Value PAT 5/1 (\$)	Maximum Value PAT 5/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 5)	81,837	88,613
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	11,457	12,406
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,647	1,724
Total Salary Package	103,410	111,212