

Position Description – UDRH Program Administration Assistant

Updated 22 July 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	University Department of Rural Health (UDRH) Coordinator, NT/SA
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, full-time (negotiable)

POSITION SUMMARY
Under routine to general direction, the UDRH Program Administration Assistant will provide day-to-day administration support across the University Department of Rural Health (UDRH) program for student placements, and/or education programs offered by Flinders University Rural and Remote Health. The incumbent will work collaboratively across the UDRH SA/NT academic and professional team to support the program activities. The position will be located in Darwin.

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 and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.</i> <i>Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health policy.</i> <i>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</i>

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.

KEY POSITION RESPONSIBILITIES

The UDRH Program Administration Assistant is accountable for:

1. Provision of administrative support activities across the UDRH program for student placements, and/or education programs including:
 - Updating student and program management systems, including the database for promotion and marketing of short courses, database for student placements and being the main point of contact for student placements and/or short courses general enquiries.
 - Processing registrations for participants in short courses and student placement programs, organising attendance at training, issuing attendance certificates, and arranging access to required resources.
 - Providing supporting by organising venues and catering requirements associated with the UDRH program.
 - Organising distribution of printed and electronic materials related to the UDRH program, including promotional materials.
 - Maintaining records of participant attendance and follow up when required
 - Scheduling regular Student Networking and Inter Professional Sessions (SNIPS) and liaising with presenters and academics
 - Administrative meeting support, assisting/supporting updating UDRH promotional resources/guidelines, under the direction of the coordinator internal document management, supporting UDRH events.
2. Providing courteous and efficient front-of-house services for visiting staff, students, contractors and the public at the Darwin Campus, including answering phone calls, and managing general enquiries.
 - Assisting with campus events and activities including but not limited to catering coordination, visiting guests' itinerary and community engagement activities.
3. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a Diploma with relevant work experience or certificate qualification with relevant work experience, or an equivalent combination of relevant experience and/or education/ training.
- Effective organisational skills with demonstrated ability to prioritise work, meet deadlines and use initiative.
- Demonstrated commitment to providing support to staff and students including the ability to exercise informed judgement and problem-solving skills.
- Demonstrated effective verbal and written communication skills, including the ability to produce documentation, and correspondence.
- Effective interpersonal skills with demonstrated ability to develop positive and effective working relationships with staff at all levels, both internal and external to the University and including a diverse range of community and health professionals.
- Demonstrated ability to work co-operatively with team members, including staff at other locations, to share information and ideas and collaborate in achieving outcomes.
- Demonstrated experience in assisting with coordination of events or functions.
- Knowledge of administrative systems and Microsoft Office tools.
- A current driver's licence is essential for this position.
- Identifies as Aboriginal and/or Torres Strait Islander (desirable).