POSITION SUMMARY
This position is responsible for providing administrative assistance and desktop publishing services to the AGSM studio.

ORGANISATIONAL ENVIRONMENT
Overview of the Faculty/School/Divisional Work Unit
The Australian School of Business at the University of New South Wales is one of the largest business schools in Australia with over 250 full-time academic staff and over 11,000 students. The school has developed the strategic goal of becoming the leading business school in the Australasian region. To support this objective, the school offers a range of quality undergraduate and postgraduate degree programs, and support programs to attract and retain the highest achieving students.

Within UNSW Business School sits the Australian Graduate School of Management (AGSM). The AGSM serves the top tier general management, executive and leadership development market. The award program portfolio currently consists of the MBA (full-time), MBA (Executive), MBA (X) and Graduate Certificate in Change Management.

Reporting Relationships
Supervisor’s title: Team Leader, Studio
Other positions reporting to the supervisor: Digital and Print Publisher (L5)
Positions reporting to this position (show position titles and levels): none

KEY DUTIES & RESPONSIBILITIES

- Prepare course materials including formatting to set style guidelines, page layout, illustration and photo manipulation, proofing & editing;
- Ensure the consistency and quality of all published materials;
• Maintain high and accurate standard of work at all times, ensuring all work is proofed and quality checked before it is send out from Studio;
• Prepare and assemble digital files to pre-press stage for printing and web as well as undertake final proof check on publications;
• Co-ordinate purchase, delivery and stock control of peripheral materials (through consultation with Team Leader Learning and Technology Studio);
• Maintain archive of studio files, procedures and records;
• Assist in updating course relevance information in the website;
• Liaise with Team Leader of Learning and Technology to ensure detailed understanding of specifications of job and print/dispatch deadline;
• Liaise with Faculty regarding the provision of desktop publishing services, proofing and editing requirements;
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

• Relevant tertiary qualification or at least 3 years' experience in a desktop publishing role (preferably in a corporate in-house environment)
• Experience in Desktop Publishing (layout, typography, graphs and charts), producing PDF files for print and web, scanning, proof checking and print specifications
• Experience using Equation Editor (Microsoft/Math Type software)
• Experience working on large complex documents and other corporate material in line with branding and style guidelines
• Demonstrated working knowledge of pre-press print production
• Excellent interpersonal, oral and written communication skills with the ability to work individually or as part of a team and to liaise effectively with a wide range of internal and external stakeholders at a variety of levels
• Highly developed customer service, attention to details, problem solving and organisational skills with an ability to manage priorities across a range of tasks
• Extensive knowledge of Adobe Creative Suite 6 (including InDesign, Illustrator, Photoshop and Acrobat) and Microsoft Office
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.