



Position Title:	Admissions Assistant (International)
Prepared:	October 2023
Reports To:	Director of Admissions
Prepared by:	Director of Human Resources

Position Purpose

The Admissions Assistant supports the Director of Admissions in the recruitment and administration of all enrolments and enrolment processes within the College. This role includes responsibility for the recruitment and admission of international and offshore prospective students and their families, from the point of initial contact through to admission and enrolment requirements.

Position Status

This is a permanent, full-time position, with four weeks' annual leave plus the College closure days, usually four or five per year.

This position requires work outside normal office hours and will require the applicant to be prepared to travel offshore. During terms where travel is required, a maximum of two days of time in lieu per term is available. This allowance is non-cumulative, and any leave is subject to negotiation with the Director of Admissions.

Reporting Relationships

This position reports to the Director of Admissions and the incumbent will mostly be working as part of the broader Admissions team and will work closely with the EAL Coordinator.

Regular liaison with a wide range of stakeholders including prospective families (domestic and international), international agents, relocation agents, teaching and general staff and the wider College community.

Duties & Essential Job Functions

General Responsibilities

Under the direction of the Director of Admissions:

- Build relationships with prospective families seeking information about the College - respond to telephone, email and 'walk in' admission enquiries
- Develop and continue to build an excellent working knowledge of the offerings and culture of the College
- Maintain the College future student database with appropriate waitlist information and record of interactions
- Process international and offshore waitlist applications including transferring records accurately into the student database, scanning and coding supporting documentation, receipt and payment information
- Arrange admission interviews for waitlisted families
- Administrative tasks associated with international and offshore student enrolments including enquiries, admission and pre-commencement processes
- Generate reports and statistics relating to international and offshore students and markets.

Domestic Responsibilities

Under the direction of the Director of Admissions:

College Tour Mornings

- Attend College tour mornings (including one Saturday morning each term, four in total per year).

Transition Program

- Assist with the preparation and distribution of transition program information.

Year Level Intake

- Assume responsibility for the admission of new students into an allocated year level of entry from enquiry to admission.

International Responsibilities

Under the direction of the Director of Admissions:

- Promote the College and secure international and offshore student enrolments
- Represent the College at offshore recruitment events (approximately two per year, varying in length from 5 to 22 days) including attendance at recruitment fairs, arranging agent appointments, conducting formal presentations to agents and families, preparing country briefings for College staff involved in offshore recruitment events
- Manage the College's network of international education agents, including contractual agreements and commission, relationship management and agent training
- Ongoing review of international and offshore admissions processes, entry requirements, and applications; market trends
- Ongoing review of marketing collateral and digital content for international and offshore applicants and education agents
- Conduct tours of the College for visiting international and offshore families, relocation agents and international agents
- Organise AEAS English language competency testing registrations for current students
- Prepare documentation and reports related to international and offshore student enquiries, applications, interviews, offers and enrolments and market trends
- Regular liaison with the College's international student health insurance provider (BUPA), ELICOS providers, the Department of Home Affairs, the Department of Foreign Affairs and Trade, Austrade and the Australian Educational Assessment Service (AEAS)
- Oversee compliance and quality assurance management in line with requirements under the ESOS Act and other relevant legislations, statutes, regulations and policies relating to international students including data analysis, audit and compliance reporting
- Ensure the College has accurate and up-to-date visa status compliance information for all commencing and current students, conducting regular audits of visa types, expiry dates and visa conditions
- Assist with the preparation and distribution of transition program information for incoming international and offshore students.

Other

- Assisting other administrators across the College with any one-off event that may require extra administrative help
- Other tasks as deemed appropriate.

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act

- has a strong commitment to Health, Safety and Wellbeing
- will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.