



## POSITION DESCRIPTION

<b>Position name</b>	<b>Admissions Coordinator</b>
<b>Employment Status</b>	Outer limits contract – 12 months
<b>Load</b>	Full time
<b>Classification</b>	Grade 2
<b>Key Relationships</b>	Reporting to the Director of Admissions and works closely with the Enrolments team, the Community and Marketing team and the broader community as potential future families.

### Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

### Position Objective:

This position is responsible for supporting the Director of Admissions with all enrolment activity, including administration. This role should provide an efficient, supportive and caring service to our future students and parents.

### Position Overview:

The Enrolments team has overall responsibility for domestic, regional and international student recruitment, managing the customer experience during the enquiry and enrolment process, assisting in the promotion of scholarships and for all associated promotional activities and events to recruit the best students to Scotch College Adelaide.

The role requires the incumbent to be supportive of coeducation and committed to independent schooling and possess the ability to convince different audiences of Scotch's strengths in each of these areas. The role supports the Director of Admissions with a wide variety of responsibilities including organising and conducting tours.

## Key Responsibility Areas:

### 1. *Enrolment administration*

- In the absence of the Director of Admissions, take responsibility for ensuring that the enrolment information needs of prospective parents are met in a professional timely and accurate manner.
- Follow up with families if paperwork or payments are missing from the enrolment process.
- Manage diary for Director of Admissions domestic/international appointments and follow ups.
- Assist with scholarship process when required.
- International and domestic future student administration.
- Administrator of PRISMS (closely supervised) and VEVO to assist in the visa process and to maintain our current visas.
- Establishing the Care Monkey contact for both domestic and international students.

### 2. *General Administration*

- Organise travel arrangements for the Director of Admissions.
- Organise Field Day equipment and occasionally attend field days.

### 3. *Agent Administration*

- Organising homestay and guardianship for future international students.
- Manage the agents' spreadsheet and update all information in regard to the agent's contracts.
- Rate our Agents – internal process to identify the agents who provide the best students.

### 4. *Database management*

- Update visa information on Synergetic and Office365. Follow up with families who have changes to their visas for international (non full fee paying) students.
- Coordinate and support management of student visa status, health insurance, and financial arrangements relating to student accounts.

### 5. *Tours*

- Organise group tours within various parts of the College and attend group tours to welcome visitors to the College.
- Conduct domestic tours.
- Book group tours, manually update attendees from website, organise event and ensure marketing is booked prior to the event.
- Log into website and extract the information required for tours.
- Use Mail Chimp to follow up with group tours.

### 6. *Other*

- Engage an external agency to translate our marketing material including guardianship document/enrolment agreement/application form/homestay information.
- Maintaining boarding bed numbers (closely supervised).
- Administration of the scholarship process, tours, follow ups etc.
- Occasional creative design of brochures or other marketing material.

### 7. *Work Health Safety and Wellbeing*

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS guidelines and policies.

## Key Selection Criteria: Qualifications, Skills and Experience

### *Essential experience*

- Training and or formal qualifications relevant to administration of a school office and/or experience related to the responsibilities required by the position is highly desirable.
- Proven experience in the use of MS Office and database management.

### *Qualifications, skills and knowledge*

- Advanced ICT skills in the MS Office suite, experience in using database software and/or Synergetic.
- Functional knowledge of a design software, such as InDesign, is highly desirable.
- Management and interpersonal skills to work collaboratively with all stakeholders.
- Records and data management.

## Key Selection Criteria:

This position would suit a highly organised person with exceptional interpersonal skills and a strength in administration, organisation and communication. Necessary capability includes;

- Superior interpersonal skills, an open and friendly disposition, the ability to listen effectively and the ability to relate to stakeholders from a range of different backgrounds.
- Intermediate Microsoft skills and strong digital literacy.
- Outstanding verbal and written communication skills.
- A high degree of confidentiality and professional judgement.
- An ability to work as an effective and constructive team member.
- An independent worker with the ability to set goals and prioritise work, and multi-task.
- Superior organisational skills, demonstrated self-motivation and initiative in setting goals.
- Knowledge of Synergetic database would be advantageous.

## Conditions of Employment:

- Must be eligible to work in Australia.
- Satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.

## Special features of the position

- Some out of hours work is required.
- Successful applicant will be employed under the terms and conditions of the College's Enterprise Agreement.
- Successful applicant will be required to take annual leave during the Christmas and New Year closure period as determined by the Principal.

## Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.