

POSITION DESCRIPTION

Position Title:	Admissions Lead
Employer:	UQ College (UQC)
Reference Number:	UQCHR 005082021
Type of Employment:	Fixed Term (2 years)
Remuneration:	Salary \$86,768.42 + 10% Superannuation

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes.

UQ COLLEGE

UQ College Limited was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. UQC delivers the Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) courses.

UQC is currently working with the University to prepare for the introduction of a new UQ Foundation Program for international students, for delivery commencing in January 2022.

UQC Test Services provides support and delivery of English Language Proficiency tests including IELTS, OET, and Pearson (PTE-A) for university entrance, professional registration and visa applications.

Information about UQC may be found at <https://www.uqcollege.uq.edu.au/>

DUTY STATEMENT

Primary purpose of position

The primary purpose of the Admissions Lead position is to coordinate the enrolment process for all UQC students and ensure the delivery of high quality admissions services to meet client needs. The Admissions Lead, in conjunction with other staff, will also develop business systems to ensure the accuracy of student data and provide reporting for stakeholders.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate the admissions and enrolment processes for UQC students to ensure that enquires and admissions are processed in an accurate, timely, and efficient manner.
- Supervise the Admissions staff including prioritisation and allocation of work tasks, training, performance appraisal and professional development.
- Coordinate and maintain admissions related functionality within the student management system including program structures, course availabilities, fees schedules, correspondence templates, reports and workflows.
- Ensure compliance of all admissions procedures with external legislative requirements and University policies and procedures.
- Maintain effective working relationships with key internal and external stakeholders
- Work cooperatively with the relevant University departments to develop and align business processes and standard operating procedures and document relevant processes.
- Develop reporting capabilities and provide accurate statistical data to UQC senior management and other staff.
- Participate in system testing and gap analysis to develop the operational and reporting capabilities of UQC admissions systems.
- Comply with health and safety policies, including incident and hazard reporting procedures.
- Undertake duties as directed by the Senior Manager Corporate Services.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University
- Requirements of the Education Services for Overseas Students (ESOS) Act 2000, the National Code 2018 and associated legislation, and related responsibilities and procedures developed by the University.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

Reporting Relationships

The position reports to the Senior Manager Corporate Services, UQ College.

SELECTION CRITERIA

Essential

- Completion of a degree with 3 years' relevant work experience; or an equivalent combination of relevant experience and/or education and training.
- A minimum of 2 years' experience of processing international student admissions to Foundation and/or ELICOS programs.
- Experience working with enterprise technology and software systems, for the maintenance of a diverse range of information and datasets, and reporting of statistical data to stakeholders.
- Demonstrated experience in supervision of staff and the ability to communicate effectively with colleagues to ensure a high level of client service.
- High level interpersonal, verbal and written communication skills.
- Demonstrated capacity for identification and analysis of issues and innovative problem solving.
- Demonstrated ability to meet deadlines, to work under pressure and to establish priorities.

Desirable

- Detailed knowledge of Australia's education industry, preferably of the ELICOS, VET and/or tertiary sectors, and relevant government policies and procedures for the enrolment of international students, including visa regulations.

Further information

For an informal discussion please contact:

- Neil Marsh, Senior Manager Corporate Services, UQ College
- Phone: (07) 3346 6536
- Email: n.marsh@uqcollege.uq.edu.au