



## POSITION DESCRIPTION

<b>Position Title:</b>	Admissions Officer
<b>Employer:</b>	UQ College (UQC)
<b>Reference Number:</b>	UQCHR23112023
<b>Type of Employment:</b>	Fixed Term (2 Years)
<b>Remuneration:</b>	Salary \$78,630 + 11% Superannuation

## UQ COLLEGE

UQ College Limited (UQC) 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. In addition to a number of TESOL courses, UQC delivers the Foundation Program; Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) courses.

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

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

## What we can offer you

Join a community where excellence is at the centre of our culture.

A range of employee benefits include:

- 4 weeks paid recreation leave
- 17.5% annual leave loading
- Access to UQ campus facilities such as sport and recreation, libraries, health and dental care centres and free annual influenza vaccinations
- Access to on campus childcare centres
- Access to funding for professional development opportunities
- Access a dedicated Employee Assistance Program
- A well-resourced, vibrant work environment located in some of the most modern fit out buildings at UQ and centrally located on the beautiful St. Lucia campus.

## **DUTY STATEMENT**

### **Primary purpose of position**

The Admissions Officer is responsible for the administration of admissions, enrolments and related services for all UQ College programs, and for maintaining accurate information in the relevant student management systems.

### **Duties:**

Duties and responsibilities include, but are not limited to:

- Assess and process applications and acceptances for admission to UQ College programs, understanding the need for quality, timeliness and accuracy in all processing activity.
- Record admissions and acceptance related information and data in the Student Management System, to support high volume processing of UQ Package offers by UQ Admissions and to support the data collection and reporting functions of UQ College.
- Issue Confirmations of Enrolment (CoE), and record course variations as required using the Department of Education PRISMS website.
- Act as first point of contact in relation to admissions enquiries and provide accurate and timely advice and information to applicants, agents, and staff, about the status of an application, admissions requirements and procedures.
- Process transfers, suspensions of study, cancellation and refund requests for students in accordance with UQ College policies and procedures and government legislation.
- Update and maintain the Student Management System to ensure that all student financial records are accurate and proactively investigate and resolve overdue fee payments.
- Arrange appropriate Overseas Student Health Cover (OSHC) for all students on student visas, review and process OSHC invoices.
- Undertake duties as directed by the Admissions Services Coordinator.

### **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.
- All staff are expected to treat students, including young learners, with respect and understanding and addressing their concerns at all times. Staff must be familiar with UQC's child and youth policies which support the safety and wellbeing of children and young people in our care
- 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 Admissions Services Coordinator, UQ College.

## SELECTION CRITERIA

### Essential

- Completion of an undergraduate degree, or completion of a diploma and at least 2 years subsequent relevant work experience, or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience in managing multiple tasks concurrently, with an ability to prioritise tasks and meet response times, in a busy team environment with high work volume.
- Demonstrated experience in the use of digital information systems, including ability to extract and interpret data from multiple databases and integrated enterprise systems.
- High level of accuracy and attention to detail in implementing policy and procedures.
- Excellent oral and written communication skills; strong interpersonal skills including the ability to deal effectively with clients from diverse cultural backgrounds.
- High level of self-motivation and the ability to work independently, exercise initiative and make sound judgements.
- An on-going willingness to learn new workplace skills and adapt to changing circumstances.

### Desirable

- Knowledge of Australia's international education sector, and relevant government policies and procedures for the enrolment of international students, including visa regulations

### Further information

For further details please contact:

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

**How to Apply: Please apply via Seek.**

It is a **requirement** to submit the following with your application:

- Resume
- Cover letter including response to selection criteria (no more than 2 pages)

**Applications Close:** 5pm Friday 8 December 2023.

## **Flexible Work Policy**

UQC is committed to maintaining a vibrant education environment, while also accommodating flexible work for staff.

UQC recognises the importance of staff being physically present on College sites to:

- maximise the student and staff experience;
- build productive teams and strengthen organisational culture;
- enable the exchange of ideas; and
- maintain a functional campus/site environment.

The UQC Flexible Work Policy is available here: [UQC Flexible Work Policy](#)