# Student Recruitment Coordinator

**POSITION NUMBER**
0037370

**PROFESSIONAL CLASSIFICATION**
UOM 7 - $102,338 - $110,780 per annum (pro rata for part-time)

**STANDARD/SALARY**

**SUPERANNUATION**
Employer contribution of 17%

**WORKING HOURS**
Full Time (1 FTE)

**BASIS OF EMPLOYMENT**
Fixed term available for 12 months

**HOW TO APPLY**
Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**
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*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and
academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.
ABOUT THE ROLE

Position Purpose:
The Student Recruitment Coordinator plays a key role in recruiting onshore international and domestic students. Working as part of the Onshore Undergraduate Recruitment team, you report directly to the Senior Manager, Student Recruitment (Onshore Undergraduate) and are responsible for creating and executing recruitment plans that aim to maximise the University’s onshore international enrolment outcomes. You will also contribute to recruiting prospective domestic students from regions within Victoria, and at least one state. Effective stakeholder engagement is fundamental to this position as you will need to manage a variety of internal and external relationships. Externally, this role services a range of clients, including onshore international students undertaking schooling or foundation studies programs throughout Australia, parents, teachers, school career practitioners, Trinity Foundation Studies Program staff, and onshore international education agents. The incumbent will also create and facilitate a range of on- and off-campus, and online, events and activities within Victoria and interstate.

Reporting line: Senior Manager, Student Recruitment (Onshore Undergraduate)
No. of direct reports: 1
No. of indirect reports: 0
Direct budget accountability: $50,000

Key Dimensions and Responsibilities:
Task level: Moderate
Organisational knowledge: Significant
Judgement: Significant
Operational context: 1400 schools throughout Australia and New Zealand.
OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/. Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:
- Manage the Melbourne Schools Partnership International (MSPI) program, a program with approximately 25 schools in Victoria including devising engaging interaction between students at MSPI schools and the University.
- As the main contact point for Melbourne Schools Partnership International schools, allocated Schools network and interstate to nurture strong relationships with schools and manage recruitment engagements for prospective students.
• Create, execute, and manage onshore recruitment plans to maximise international onshore and domestic prospective student enrolments from around Australia and New Zealand.
• Lead the delivery of major recruitment events Focus on series and Melbourne Chancellor Scholars Welcome event.
• Monitor the market, government regulations and competitor activities, and provide market intelligence on key market segments.
• Collect and analyse data, provide insights, and prepare reports for the Student Recruitment Manager and other key stakeholders on recruitment activities.
• Oversee client relationship between Trinity College Foundation Studies program and the University in relation to prospective students and activities.
• Utilising a range of digital technologies including the University’s CRM, develop and monitor campaigns.
• Build strong, collaborative relationships and partner with student recruitment and admissions staff across the Divisional Groups and other relevant areas of Students and Scholarly Service as well as key marketing and divisional stakeholders.
• Effectively motivate, coach and manage staff to achieve goals through providing clear performance expectations and behaviour and regular feedback.
• As a team, all members are expected to support activities across Onshore Recruitment when required.
• Participate in and contribute to coverage of peak period activities across Future Students and the broader SASS portfolio as required to enable operational obligations and agreed service levels to be met.

Selection Criteria:

Education/Qualifications:
1. The appointee will have: Completion of a degree in a relevant discipline or an equivalent combination of relevant experience and/or training.

Knowledge and skills:
2. Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
3. Experience and demonstrated ability to develop, implement and review student recruitment initiatives and strategies.
4. Excellent written and oral communication skills including public speaking skills.
5. Experience analysing and monitoring data to produce reports that inform planning, decision making and demonstrate return on investment.
6. Experience in supervising staff and setting KPIs and performance.
7. Experience managing financial resources to ensure that programs are delivered on time and within budget.

Knowledge and skills (desirable):
1. Knowledge of common university systems, such as Salesforce and StudentOne relating to student recruitment & selection.
2. Experience and knowledge working alongside cohorts and communities from culturally and linguistically diverse backgrounds as identified by the University’s strategic priorities including Indigenous Australians, residents of regional or remote areas and disadvantaged financial backgrounds.
3. Knowledge of the Australian higher and secondary school education sectors.

Other job-related information:
- This position involves some travel throughout Victoria and some interstate work
- Evening and occasional weekend work is required, particularly between April and October
- A current driver’s licence is essential due to travel requirements
- Working in this role involves regular lifting of boxes weighing approx. 10kg

Special Requirements:
Employment in this position is conditional upon reception and maintenance of a Working With Children Check