

Position Description

Student Recruitment Officer

Position No:	50147015
Business Unit:	DVC (Future Growth)
Division:	Recruitment & International Operations
Department:	Domestic Student Recruitment
Classification Level:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Full Time, Fixed Term until April 2025
Campus Location:	Albury Wodonga
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context / Purpose

The Domestic Student Recruitment Officer is responsible for building strong relationships on behalf of the University in order to achieve its strategic goal of recruiting high quality domestic and international applicants. This will encompass relationship building with targeted secondary schools and implementing a range of student recruitment initiatives.

The Domestic Student Recruitment unit is responsible for implementing an acquisition and conversion strategy on behalf of the University in order to achieve its strategic goal of recruiting high quality applicants. This includes management of course enquiries, facilitation of direct admissions and alternative entry schemes and the delivery of undergraduate and postgraduate student recruitment across Australia.

The Office of the Deputy Vice-Chancellor, Future Growth plays a key role in the development of customer growth and stakeholder engagement strategies across all available markets and channels including domestic, regional, international and online.

Duties at this level will include:

- Manage and implement the Domestic Student Recruitment (DSR) strategic plan in the Albury-Wodonga region.
- Develop and strengthen existing and new relationships with career practitioners and teachers from key account schools with a focus on recruitment of students into pathway programs, early entry schemes, and other strategically identified programs as per the DSR strategic plan.
- Present to and advise future students to ensure their awareness of opportunities and seamless transition through to La Trobe University.
- Represent the University at selected career expos and exhibitions.
- Provide ongoing analysis of competitor activity, including recruitment strategies, ATAR activity, development of new courses and enrolment patterns and recommend innovative practices to ensure La Trobe is ranked number one for choice by stakeholders and students.
- Actively contribute to a team environment that fosters and develops effective working relationships, collaborative work practices, consideration for colleagues and valuing the contribution of others.
- Continuously review relevant processes and procedures to ensure fit for purpose.
- Other duties as requested by the Senior Manager, Domestic Student Recruitment that is commensurate with the classification of this position and with the knowledge skills and training of the incumbent.

Essential Criteria

Skills and knowledge required for the position.

- An undergraduate degree in any area relevant to the position with at least 3 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent communication and interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.

- Proven ability to focus on objectives rather than procedures.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated experience in organizing student related activities/events. Experience in event coordination, including planning, promotion, and implementation.
- High level verbal communication skills, including effective public speaking, including the ability to develop and frequently deliver presentations to a range of audiences.
- Excellent written communication skills.
- Willingness to travel and work outside normal office hours, including evening work and overnight travel on occasion.
- A current driver's license.
- Willingness to undertake frequent manual tasks including loading and unloading boxes of publications, banners and other promotional materials.

Capabilities required to be successful in the position.

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

Additional licenses/ memberships or unique qualifications/compliance required specifically for this position:

- Hold, or be willing to undertake and pass, a Victorian Working With Children Check.
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics.
- Help transform the lives of students, partners and communities now and in the future.

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

**WE ARE
CONNECTED**



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

**WE ARE
INNOVATIVE**



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

**WE ARE
ACCOUNTABLE**



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

**WE
CARE**



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: