POSITION DESCRIPTION

Position Title: Support Admissions Officer
Organisation Unit: UQ International
Position Number: TBA
Type of Employment: Full-time, continuing
Classification: Hew Level 5

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, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

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 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. 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. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

V3. April 2016
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniqquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQ’s Global Strategy is embedded in the UQ Strategic Plan across discovery, engagement and learning. Our successful global profile is the result of forging strategic partnerships with people and organisations across industry, government, sponsorship, philanthropy, alumni, higher education and research. In support of the University’s Global Strategy, the major functions of UQ International are:

- Identification and development of strategic international initiatives
- Developing and managing key global engagement priorities
- International marketing and promotion, including student recruitment
- International student admissions

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Support Admissions Officer is based within International Admissions Section (IAS) and is responsible for producing key documents for international applicants, as part of the admissions process, that enable them to enroll with the University.

Duties

Duties and responsibilities include, but are not limited to:

- Prepare and issue offer letters for international students, according to instructions received from Admissions Officers, accurately and in a timely manner.
- Produce Confirmation of Enrolments (CoEs) for international students accepting their place in a program using the Department of Education and Training's PRISMS system.
- Undertake any other work needed within PRISMS, such as the cancelation of CoEs where required.
- Maintain a record of all actions taken and documents issued in relation to an international student in the appropriate record systems.
- Maintain an excellent working knowledge of key legislation, policies and procedures relevant to the role – especially in connection to the ESOS Act and DIBP rules – and apply this accordingly at all times.
- Liaise and develop sound working relations with IAS team members and management.
• Provide advice to the International Admissions Manager and Coordinator (Admissions Systems and Training) regarding matters connected to the role that may impact on IAS work.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- 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 the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the Coordinator (Admissions Systems and Training).
SELECTION CRITERIA

Essential

- Completion of a degree with relevant work experience or
- An equivalent combination of relevant experience and/or education/training.
- High demonstrable level of accuracy and attention to detail.
- Demonstrated experience of working effectively in a busy office environment with large volumes of work.
- High level administration skills including ability to monitor work processes and to meet deadlines.
- Excellent oral and written communication and interpersonal skills.
- High level of computer competency, including ability to use databases, Microsoft Office suite of programs, email, and the Internet.
- Demonstrated experience of effective teamwork.
- Demonstrated ability to work collaboratively with colleagues and to interact effectively with people from diverse cultural backgrounds with sensitivity and awareness of cultural differences.

Desirable

- Sound working knowledge of University program requirements and rules.
- Knowledge and understanding of the legislative environment of international education.
- Sound skills in the use of the Peoplesoft/SI-net database.
- Experience in assessing educational qualifications from overseas students for tertiary study.
- Experience in international education at tertiary level.

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au