<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Student Recruitment Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>ANU Officer Grade 5 (Administration)</td>
</tr>
</tbody>
</table>

**PURPOSE STATEMENT**

The Student Recruitment Officer provides comprehensive support on a diverse range of student recruitment activities, including the high quality, timely support on strategic objectives related to the recruitment of undergraduate, graduate coursework and higher degree by research students, contributing to the efficiency and effectiveness of student services.

**KEY ACCOUNTABILITY AREAS**

**Position Dimension & Relationships:**

The Student Recruitment Officer works closely with the other members of the Student Administration, Marketing and Communications team and with Division of Student Recruitment and Admissions (DSRA), providing quality student recruitment services and advice. The Student Recruitment Officer is responsible for the provision of day-to-day administration support for student recruitment activities and escalation of more complex enquiries to the relevant team members.

**Role Statement:**

Under general direction, the Student Recruitment Officer will:

1. Act as the first point of contact for student recruitment enquiries, managing the flow of incoming and outgoing written correspondence and phone calls and providing accurate advice on the application of and ensuring compliance with the relevant policies, procedures, guidelines and legislative requirements, where applicable, and escalating more complex enquiries when needed.
2. Provide comprehensive support for operational aspects such as:
   - Coordinating events related to student recruitment activities, including venue booking, arranging catering, coordinating speakers, preparing all promotional materials and post-event reports.
   - Guiding potential students through the ANU admission process and provide advice related to entry requirements, including student visa requirements for international enquiries.
   - Drafting promotional materials and participating in the design and delivery of student recruitment activities, including on social media, contributing innovative ideas to support student recruitment operations.
3. Participate in all student recruitment activities to support the delivery of domestic and international student recruitment objectives. Activities may be field-based and include occasional work on weekends or outside of core business hours. You may be required to hold a driver’s licence and/or obtain a Working with Vulnerable People (WWVP) registration.
4. Assist in the timely preparation and distribution of periodic and ad hoc statistical reports, including market and competitor analysis, data collection, manipulation, formatting and preparation to be included in and inform various high level reports and/ or executive briefs.
5. Liaise with and build networks within the campus student recruitment, marketing and communications community, developing a broad base of skills, and actively participate in the continuous improvement of student recruitment practices and quality service delivery.
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

**SELECTION CRITERIA**

1. Demonstrated experience in a recruitment, marketing or communications role with a keen interest in student recruitment or an equivalent combination of relevant experience and/ or education/ training.
2. Sound knowledge of modern student recruitment cycles and practices, including the ability to interpret and apply policies, procedures and guidelines with a keen interest in using new media for effective communications.
3. Demonstrated high level customer and strong communication skills with the ability to write effectively with accuracy, and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes.
5. Demonstrated experience using the MsOffice suite. Experience using a website development platform will be advantageous.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

References: Professional Staff Classification Descriptors