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| **Position Description** |

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| **International Admissions, Manager** | |
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| **Position No:** | 50111340 |
| **Organisational Unit:** | La Trobe International |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | Continuing, Full-Time |
| **Position Supervisor:** | Director, International Recruitment |
| **Reports Positions and Levels:** | 50014934 - HEO 6 – Coordinator, International HDR Admissions  50038134 - HEO 4 – International Admissions Assistant  50038135 - HEO 4 – International Admissions Assistant  50038139 - HEO 4 – International Admissions Assistant |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

**For enquiries only contact:**

Director, International Recruitment, TEL: +9479 5458, Email: j.bonifacio @latrobe.edu.au

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**International Admissions Manager**

**Position Context**

La Trobe International (LTI) collaborates with the Colleges and other Divisions to facilitate and support the achievement of the University’s strategic directions in internationalisation. The Division does this in a number of areas including**:**

* international relations and market development
* international student recruitment
* student mobility program development and management
* international student support services
* international policy and strategy development
* international partnership development, and
* international quality and compliance systems and frameworks.

The International Recruitment team in La Trobe International has responsibility for informing and then achieving the University’s commencing international student enrolment targets each year. Depending on the regional focus, this may be done through direct recruitment with or without the involvement of agents, through onshore pathways and offshore articulation arrangements and through the recruitment of students sponsored by their own or Australian governments.

The International Admissions Manager (IAM) provides operational leadership to the admissions teams on international admissions and enrolment matters by liaising with the academic colleges and other central units to ensure robust and efficient processes and procedures for the selection and admission of international students are implemented and followed.

Working with the Director, International Recruitment, the International Development Managers and the Manager Compliance and Recruitment Systems, the IAM supports the International Recruitment Team as a whole to achieve the University’s annual commencing student enrollment targets, and continuously monitor and improve the efficient processing of applications and maximum conversion rates.

The IAM will also support the development of highly productive relationships with La Trobe Melbourne and La Trobe University Sydney Campus (Navitas) to optimize admissions business processes for both organisations, and will have responsibly for admissions compliance to meet legislative, regulatory and University policy requirements.

**Key Accountabilities**

* Deliver high quality business processes and systems for the selection and assessment of over 10,000 applications annually, ensuring strict adherence to admissions policy, procedures and entry standards of the University across all regional recruitment teams.
* Monitor and implement systems to ensure competitive turnaround times are maintained for application and eCOE processing to maximize conversion rates and commencing enrolments.
* Provide expert, authoritative and strategic advice to inform LTI, Colleges and the University on international admission policy and process-related issues as the central repository of information, knowledge and expertise of international admissions and provide training as required.
* Provide excellent customer service to all client groups, and stakeholders internally and externally including but not limited to, prospective students, agents, College staff, sponsors, institutional partners, etc.
* Manage, monitor, and evaluate the admissions procedures of partner institutions where the University’s programs are arranged under formal agreements. To ensure that quality of applications, admissions, and compliance are met as per the University’s standards.
* Source and provide expert advice and insight to the Director, International Recruitment and the Executive Director International on global education systems in relation to academic and English language entry requirements and equivalencies, and provide comprehensive benchmarking as required.
* Undertake regular comprehensive internal management reporting and monitoring on all aspects of admissions relating to international commencing students
* Ensure all documentation is accurate, up-to-date and in line with ongoing quality assurance and audit requirements.
* Establish communication initiatives between International Admissions and Colleges to foster streamlined processes and problem solving mechanisms
* Undertake regular comprehensive internal management reporting and monitoring on all aspects of international admissions. Such reporting will include performance against targets, enrolments, pathways, tracking reports, predictive, analyses and other related areas.
* Manage, coach, guide and provide leadership to support the development of direct reports.

**Key Selection Criteria**

1. A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Proven expertise in the coordination of people, resources and projects; and experience in initiating and managing change; prioritising, monitoring and evaluating work performance and flow; and meeting deadlines in a complex and demanding environment.
3. Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team and managing workflows.
4. Significant management and leadership experience within the international tertiary education sector. Knowledge of Australian and overseas tertiary education, university systems and procedures is desirable.
5. Strong interpersonal skills including ability to negotiate, motivate, influence and proven experience in relationship management.
6. Demonstrated experience in the ability to work with and understand the needs of clients from a diverse range of cultural and socioeconomic backgrounds.

**La Trobe Values**

At La Trobe we:

* take a world view
* pursue ideas and excellence with energy
* treat people with respect and work together
* are open, friendly and honest
* hold ourselves accountable for making great things happen.

For Human Resource Use Only

Initials: Date: