|  |  |
| --- | --- |
|  | **Position Description** |

|  |  |
| --- | --- |
| **College/Division:**  | Division of Student Administration  |
| **Faculty/School/Centre:**  | Admissions Office  |
| **Department/Unit:**  | International Admissions |
| **Position Title:**  | Admissions Team Coordinator  |
| **Classification:**  | ANU Officer 6/7  |
| **Responsible to:**  | Admissions Manager  |
| **PURPOSE STATEMENT:** The Admissions Team Coordinator provides operational support to the Admissions team and coordinates admissions functions. The position supervises a team of admissions staff, focused primarily on undergraduate and graduate coursework or higher degree research students, and will be responsible for overseeing the Admissions process across the University. This position is also responsible for ensuring that the Admissions Team complies with the broader ANU policies and procedures as well as Australian Government legislation and will act as an ANU expert on qualifications. **KEY ACCOUNTABILITY AREAS:** **Position Dimension & Relationships:** This position will work closely with members of the recruitment team, liaise with ANU Colleges and form strong cooperative work relationships across the University and with external bodies, to meet student recruitment and admissions targets. The Admissions Team Coordinator is accountable for ensuring that admissions policies, processes and procedures are consistently applied and are transparent and accessible to both applicants and the University community. Due to a high volume of work within a critical environment, a key component of the position will be ongoing monitoring and reporting of performance for accuracy against Admissions targets and identifying areas for improvement. This position will coordinate and provide admissions services for specific cohorts of students based on their current National Accreditation Authority for Translators and Interpreters (NAATI) accredited language skills.**Role Statement:** Under broad direction, the Admissions Team Coordinator will :* Coordinate and administer the admissions processes for assigned Mandarin taught program(s) including the translation of documents and agreements, assessment of original language transcripts and documents, issuing of offers, processing of acceptances and liaising with the College program owners, applicants and partner institutions in both English and Mandarin.
* Supervise and assist in the day-to-day operations and distribution of tasks for the admissions team to maximise efficiency and work towards agreed objectives. This will include provision of adequate training and the development and maintenance of Admissions manuals specific to ANU processes and systems.
* Identify policy and process improvements to ensure consistent, accurate and efficient admissions decision making, including the generation and analysis of data relating to admissions activities and targets, and contributing to the development of proposals presented for consideration at the relevant University committees.
* Ensure compliance with relevant legislation including HESA, Education Services for Overseas Students (ESOS) and other legal obligations relating to admissions and provide high level advice to a wide range of stakeholders, including the interpretation and application of rules, regulations, policies and procedures.
* Contribute to student recruitment and other University activities as required and provide content for key publications and the web.
* Build and further develop networks locally, nationally and internationally to promote the work of the Admissions Office.
* Work closely with other key central offices to enable a seamless student experience as they progress through admissions and onto enrolment.
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
* Other duties as required consistent with the classification of this position and in line with the principle of multi-skilling.

*See the* [*classification descriptors for general staff*](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2010-2012/schedule-5-general-staff-classification-descriptiors)*[[1]](#footnote-1) and* [*minimum standards for academic staff*](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2010-2012/schedule-4) *[[2]](#footnote-2)* |

|  |
| --- |
| **SELECTION CRITERIA:** 1. Qualification and demonstrated experience or relevant administration experience in a comparable environment.
2. Current National Accreditation Authority for Translators and Interpreters (NAATI) accreditation as certified advanced translator between English and Mandarin. High level oral competency in both English and Mandarin.
3. Demonstrated experience in supervising and mentoring staff to ensure maximum productivity to specified delivery targets, with a demonstrated ability to work effectively in both a team and independently.
4. High level communication and liaison skills with a demonstrated ability to build and maintain productive and positive working relationships.
5. Demonstrated understanding and strong commitment to high quality customer service within a high volume environment and an ability to prioritise workloads and meet deadlines.
6. The ability to interpret, adapt and apply policy and procedures within a complex organisation.
7. Demonstrated ability to gather, analyse and interpret data for the purpose of monitoring performance and to identify and implement key areas for improvement.
8. Demonstrated high level of knowledge, understanding and application of equal opportunity and OH&S principles as they relate to employment and a commitment to their application in a university context.

*ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.*  |
| **Supervisor/Delegate Signature:**  |  | **Date:**  |  |
| Printed Name: |  | **Uni ID:**  |  |
| **References:**  |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5)  |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4)  |

**Position Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Div/Centre**  | Division of Student Administration  | **Dept/School/Section**  | Admissions Office  |
| **Position Title**  | Admissions Team Coordinator  | **Classification**  | ANU O6/7  |
| **Position No.**  |  | **Reference No.**  |  |

**In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.**

|  |
| --- |
|  **Pre-Employment Work Environment Report**  |

* This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
* This form is used to advise potential applicants of work environment issues prior to application.
* Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
* ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp **Potential Hazards**

|  |
| --- |
| • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties. |
| **TASK regular occasional**  |  | **TASK**  | **regular**  | **occasional**  |
| key boarding  | laboratory work  |  |  |
| lifting, manual handling  |  | work at heights  |  |  |
| repetitive manual tasks  |  | work in confined spaces  |  |  |
| catering / food preparation  |  | noise / vibration  |  |  |
| fieldwork & travel  |  | electricity  |  |  |
| driving a vehicle  |  |  |  |  |
| **NON-IONIZING RADIATION**  |  | **IONIZING RADIATION**  |  |  |
| solar  |  | gamma, x-rays  |  |  |
| ultraviolet  |  | beta particles  |  |  |
| infra red laser radio frequency  |  | nuclear particles  |  |  |
| **CHEMICALS**  | **BIOLOGICAL MATERIALS**  |  |  |
| hazardous substances  | microbiological materials  |  |  |
| allergens  |  | potential biological allergens  |  |  |
| cytotoxics  |  | laboratory animals or insects  |  |  |
| mutagens/teratogens/ carcinogens  |  | clinical specimens, including blood  |  |  |
| pesticides / herbicides  |  | genetically-manipulated specimens immunisations  |  |  |
| **OTHER POTENTIAL HAZARDS (please specify):**  |
| **Supervisor’s Signature:**  |  | **Print Name:**  |  | **Date:**  |  |

1. [Schedule 5 - General staff classification descriptiors - Human Resources - ANU](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2010-2012/schedule-5-general-staff-classification-descriptiors)  [↑](#footnote-ref-1)
2. [Schedule 4 - Human Resources - ANU](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2010-2012/schedule-4)  [↑](#footnote-ref-2)