



**Australian
National
University**

Position Description

College/Division:	Division of Student Administration
Faculty/School/Centre:	Admissions Office
Department/Unit:	
Position Title:	Admissions Team Coordinator
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	32013 / 32012 / 31988 / 32011
Responsible to:	Manager, International Admissions
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The Division of Student Administration contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of accessible and supportive administrative functions throughout the student lifecycle. The Admissions Team Coordinator provides operational support to the International Admissions team. The position supervises a team of admissions staff focused primarily on international coursework 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:

The Admissions Team Coordinator works closely with members of the student recruitment team, liaises with ANU Colleges and develops strong cooperative work relationships across the University and with external bodies such as ANU Agent Representatives, to meet student recruitment and admissions targets. The Admissions Team Coordinator is accountable for ensuring that admissions policies, processes and procedures are consistently applied, they 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, performance against Admissions targets and the identification of areas for improvement.

Role Statement:

Under broad direction, the Admissions Team Coordinator will:

1. Supervise the day-to-day operations and distribution of tasks for the Admissions Team to maximize efficiency and work towards agreed objectives. This will include provision of training and the development and maintenance of Admission manuals on ANU processes and systems.
2. 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.
3. Ensure compliance with relevant legislation including the Higher Education Support Act (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.
4. Contribute to student recruitment activities and other University activities as required and provide content for key publications and the web.
5. Build and further develop networks locally, nationally and internationally to promote the work of the recruitment and admissions offices.
6. Work closely with other key central offices to enable a seamless student experience as they progress through admissions and onto enrolment.

7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
8. Other duties as required consistent with the classification for this position in line with the principle of multiskilling.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Degree with relevant experience, or extensive experience in a complex administrative environment, or an equivalent combination of extensive relevant experience and education/training. Experience in the higher education sector would be highly regarded.
2. 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.
3. High level communication and liaison skills with a demonstrated ability to build and maintain productive and positive working relationships.
4. Demonstrated understanding and strong commitment to high quality customer service within a high volume environment and an ability to prioritise workloads and meet deadlines.
5. The ability to interpret, adapt and apply policy and procedures within a complex organisation.
6. Demonstrated ability to gather, analyse and interpret data for the purpose of monitoring performance and to identify and implement key areas for improvement.
7. Demonstrated 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 broadbanded 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](#)

[Academic Minimum Standards](#)