

# Position Description

## *Senior Officer, Admissions*



### Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team / School	Student Services/Prospective Students
Employment	Continuing
Location	Burwood
Classification	HEW 6
Manager Title	Coordinator Admissions

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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### Overview

Support the University's admission and RPL processes including the assessment of course applications and Recognition of Prior Learning (RPL). Support customer enquiries, provide accurate, timely and appropriate information, production of correspondence, data entry and other related administrative tasks. Proactively support Admissions with relevant internal and external stakeholders and contribute to the overall admissions processes of Deakin University.

### Accountabilities

- Investigate and probe for the facts and identify relevant course entry options and select the most appropriate from the range of requirements or alternatives
- Assess course and RPL applications against relevant entry requirements as determined with key stakeholders and complying with university policies and procedures
- Provide accurate advice to prospective students on the course and RPL applications process and practice.
- Build new and productive relationships with a diverse range of stakeholders
- Develop and implement practical, accessible course and RPL support solutions based on stakeholder requirements
- Strive for excellence and consult regularly with stakeholders to clarify criteria for success
- Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support

### Relationships

- Internal relationships: Faculty Academic staff, Marketing, Student Central, PSEC,
- External relationships: VTAC, Prospective Students, Parents, other tertiary providers, Admission Centres, Employers

### Selection

#### *Qualifications and experience*

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge in admissions and RPL or
- An equivalent combination of relevant experience and/or education/training
- Knowledge of course, admissions and RPL practice and process in an education environment

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### Capabilities

- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
- **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
- **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
- **Service Culture:** Considers other perspectives in making decisions and providing advice; strives to exceed expectations
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders

### Special Requirements

- Infrequent work outside business hours is required during peak periods
- Working with Children Check

### Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.