Position description

Position title:	**International Admissions Officer**
School/Section/VCO:	**International**
Campus:	**Mt Helen Campus. Travel between campuses may be required**
Classification:	**Within the HEW Level 5 range**
Employment mode:	**Fixed-term appointment**
Probationary period:	**This appointment is offered subject to the successful completion of a probationary period.**
Time fraction:	**Full-time**
Recruitment number:	**849060**
Further information from:	**Ms Gloria Li, Team Leader, International Admissions** **Telephone: (03) 5327 9827** **E-mail: g.li@federation.edu.au**
Position description approved by:	**Professor Talal Yousef, Pro Vice-Chancellor (International)**

This position description is agreed to by:

Employee name	Signature	Date

The University reserves the right to invite applications and to make no appointment.

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Position Summary

The International Admissions Officer is responsible for assessing the eligibility of international students from a wide range of countries and issuing offer or rejection letters as appropriate. This includes: evaluating overseas qualifications to determine their validity and their level of equivalence to Australian qualifications; determining the extent to which the prospective student's academic background and work experience (if relevant) meets University, School and program rules; assessing the extent to which the applicant meets the Commonwealth Government's International Student Visa criteria.

The International Admissions Officer is also responsible for a range of administrative responsibilities within the International Admissions Office, including effectively communicating with students for whom English is a second language.

Key Responsibilities

1. Processing of applications received for Higher Education, Pathway, Transnational Applications (TNE), and Research Applications which is applicable to the assigned cluster of markets.
2. Assess the eligibility of international students from a wide range of countries, and issue offer or rejection letters as appropriate. This includes:
    - Evaluating overseas qualifications to determine validity and equivalence.
    - Applying University, School and program rules as appropriate.
    - Determining the level of immigration risk associated with individual student applications.
    - Issue offer or rejection letters as appropriate.
3. Assess the eligibility of international students from a wide range of countries for University and School scholarships as appropriate.
4. Provide information and advice to international students and sponsors/agents in regard to admission requirements, enrolment processes, fees, scholarships, health insurance, visa requirements and related administrative matters.
5. Contribute to the development and implementation of activities which increase the conversation of applications to enrolments under the direction of the Team Leader, International Admissions.
6. Provide Confirmations of Enrolment (eCoEs) documents for student visas and provide appropriate follow up services and advice to prospective international students to ensure their smooth and timely arrival in Australia and at the University.
7. Process general admission requests from International applicants in regard to application deferral, withdrawal and payment refund.
8. Process internal program transfer requests and transfers between teaching location requests from international students.
9. Liaise and maintain good relations with internal and external stakeholders regarding progress of applications, payment of fees, University admissions requirements and other relevant matters

10. Follow-up the processing of applications with Schools and organise any additional information which may be required for a decision to be made including accurate information on the comparability of education systems in other markets.
11. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: https://federation.edu.au/about-us/our-university/strategic-plan.Undertake the responsibilities of the position adhering to:
    - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
    - Equal Opportunity and anti-discrimination legislation and requirements;
    - the requirements for the inclusion of people with disabilities in work and study;
    - Occupational Health and Safety (OH&S) legislation and requirements; and
    - Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The International Admissions Officer works under the general direction of the Team leader, International Admissions and is responsible for determining the eligibility of international students applying for the University and providing timely and accurate advice in regard to admission requirements, enrolment processes, fees, scholarships, health insurance, visa requirements and related administrative matters through the application of approved policies, procedures and guidelines.

The position is required to exercise professional judgement when working with University and partner provider staff, and in dealing with international student enquiries on a daily basis.

The International Admissions Officer requires a comprehensive understanding of admission requirements, enrolment processes, fees, scholarships and visa requirements. The position also requires a comprehensive knowledge of relevant University policies, procedures and guidelines for admissions, as well as well-developed understanding of the Commonwealth Government's streamlined visa processing framework.

The International Admissions Officer covers a wide range of international admissions and administrative functions predominantly associated with international students applying to the University.

Training and Qualifications

Completion of a degree without subsequent work experience; or, completion of an advanced diploma qualification and at least one year's relevant work experience; or completion of a diploma qualification with at least two years' subsequent work experience in a related area.

Position/Organisational Relationships

The International Admissions Officer will be required to work both independently and as part of a team. This will enable FedUni to increase the number and diversity of international students studying especially on the Ballarat campuses.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of a degree without subsequent work experience; or, an equivalent combination of relevant experience and/or education/training.
2. Demonstrated interpersonal and communication skills with an ability to interact effectively with individuals from a wide range of countries and cultures for whom English is a second language.
3. Demonstrated problem solving and decision making skills.
4. A demonstrated commitment to quality customer service and the ability to develop excellent working relationships with colleagues, students, and other stakeholders.
5. Demonstrated organisational and time management skills including the ability to prioritise work and meet tight deadlines.
6. Accurate data-entry skills and experience in using a wide range of computer technology.
7. Demonstrated ability to work effectively with a team and also independently.
8. Knowledge of University admission requirements, and associated policies and procedures, as well as Commonwealth Government legislation, regulations and procedures applying to international students; or the ability to obtain such knowledge.
9. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.