

Position Description

Admission and Credit Transfer Coordinator



Faculty/Portfolio	Faculty of Business and Law
School/Centre	Academic Compliance and Curriculum
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Melbourne Burwood Campus
Classification	HEW 7
Reporting Line	Academic Compliance and Curriculum Manager

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in India, China and Indonesia.

WHY WORK FOR OUR UNIVERSITY?

[Faculty of Business and Law](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The Admission and Credit Transfer Coordinator is located within the Faculty's Academic Compliance and Curriculum Group and is expected to work collaboratively across the Faculty to support admission and credit transfer activities.

The position helps to support the realisation of the Faculty's mission by providing comprehensive student focussed admission and credit transfer advice and support.

The primary purpose of the role is to coordinate admission and credit transfer activities for the Admission and Credit Transfer team. The position provides administrative oversight, coordination and operational support advice to more complex admission and credit transfer activities to both academic staff, professional teams and students regarding current and proposed admission and credit transfer guidelines and processes for Faculty owned courses in accordance with relevant policies and procedures. The position is also responsible for the review and improvement/amendment to all policies, processes and procedures in the faculty in relation to admissions and Recognition of Prior Learning (RPL)

Key Relationships:

Internal	<p>The position reports to the Academic Compliance and Curriculum Manager but also provides support to other members of the Academic Compliance and Curriculum Group.</p> <p>The position requires the capacity to effectively communicate with a large range of stakeholders including: Manager, Academic Compliance and Curriculum, Deans of School, Heads of Department, Associate Deans, Directors of Teaching, Course Directors, Unit Chairs, academic Credit Transfer Assessors, Department staff, other Faculty professional teams and students in the oversight, interpretation and advice on admission, selection and credit transfers activities.</p> <p>The position liaises with staff in the Division of Student Administration (DSA), School, Department and Faculty staff, other Faculties and Deakin International (DI).</p>
External	<p>The position may also liaise with external bodies and clients including VTAC, TESQA, CRICOS, Deakin College, other universities/educational institutions and professional organisations where required.</p>

PRIMARY RESPONSIBILITIES

- Coordinate and establish priorities for Admission and Credit Transfer team activities, providing a clear focus on objectives and achievement of outcomes, working to deliver specified targets/timeframes and to meet recruitment standards.
- Be recognised as an authority in the specialised area of Admissions, Selection and Recognition for Prior Learning (e.g. Applications for VTAC and Direct, RPL for Individual and Institutional).
- Work collaboratively with the Academic Compliance leadership team to support the Manager, Academic Compliance and Curriculum and facilitate the completion of operational Admissions, Selection and Recognition for Prior Learning tasks to ensure the smooth functioning of the team, ensuring that planning and resourcing incorporates provision for anticipated peak periods.
- Provide operational support and advice to internal and external stakeholders.
- Independently relate existing policy to work assignments, rethink the way admission and credit transfer is applied in order to solve problems, and streamline processes, ensuring that each stage is monitored, managed and actioned within relevant University Statutes, Regulations, policies, procedures, guidelines and timeframes..
- Actively participate in course related committees and working parties and be a key liaison point to provide comprehensive admission, selection and recognition for prior learning support to more complex activities and taking responsibility for the provision of clear, accurate and timely information.
- Identify opportunities for continuous improvement and innovate within admission, selection and recognition for prior learning work and take responsibility for change management and outcomes.

- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to financial control and assurance, equal opportunity, occupational health and safety, risk management, staff development and staff performance planning and review.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

Typically perform duties at a skill level which assumes and requires knowledge or training equivalent to: A Degree with at least 4 years subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.

- Operational experience of CALISTA, STUDYLINK and SERVICENOW systems
- A sound knowledge of the Education landscape and complexities of a tertiary institution including but not limited to:
 - both domestic (VTAC and Direct) and international Admission, selection and recognition for prior learning
 - Australian Qualifications Framework (AQF)
- Experience of a customer service culture
- High level data analysis, report writing and presentation experience
- High level policy review and development skills

Capabilities and Personal Attributes:

- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials, processes and systems
- **Leading Teams:** Uses appropriate methods to support, develop, motivate, and guide the team to achieve successful outcomes
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders
- **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes

SPECIAL REQUIREMENTS

- Infrequent work outside business hours is required (*e.g. work at evening or weekend events is required*)
- Deakin encourages staff to take recreation leave regularly to promote a healthier workplace. Leave must be taken at a mutually convenient time which meets the operational needs of the University and, where possible, the staff member's needs. In this role, there are peak operational periods in which recreation leave may not be approved.
- Travel to other campuses of the University may be required.
- Working With Children Check (refer to Recruitment Procedure)

DISCLAIMER

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.