

Position Description

Admissions and Credit Transfer Officer



Faculty/Portfolio	Faculty of Business and Law
School/Centre	Academic Compliance and Curriculum
Basis of Employment	Part-time (0.8FTE) and fixed term to 31 August, 2021
Primary Location of Work	Melbourne Burwood Campus
Classification	HEW 5
Reporting Line	Senior Admissions and Credit Transfer Officer

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 STEM, 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 Faculty of Business and Law prepares graduates for careers of the future. We harness emerging technologies to facilitate innovative, borderless, socially responsible and personalised education. Our research informs our practice and impacts the communities with whom we engage.

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 position provides administrative oversight and support 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.

Key Relationships:

Internal	<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, Deakin College and other universities/educational institutions and professional organisations.</p>

PRIMARY RESPONSIBILITIES

1. Perform admission and selection activities within relevant University Statutes, Regulations, policies, procedures, guidelines and timeframes, including but not limited to VTAC and Direct applications, working to deliver specified targets/timeframes and to meet recruitment standards.
2. Complete all individual and institutional credit transfer assessment activities in liaison with team members, academic staff and other professional teams and stakeholders in order to respond to, resolve or escalate credit transfer enquiries, and ensure appropriate records are managed, monitored and maintained.
3. Provide student focused information and advice in relation to admission, selection and recognition for prior learning to Faculty staff, prospective and current students, and internal and external stakeholders.
4. Work collaboratively across the Academic Compliance and Curriculum Group, other Faculty professional teams and other divisions to complete delegated tasks to ensure the smooth functioning of selection and recognition for prior learning activities.
5. Work collaboratively across the faculty on any process improvement activity that impacts on the overall student experience
6. Support senior staff by participating in course teams to provide advice on admission, selection and recognition for prior learning activities.
7. Ensure relevant Faculty and University databases are maintained and updated in a timely and accurate manner to provide for the integrity of information reflecting Faculty decisions in relation to both admission, selection and recognition for learning, precedents and student credit entitlements.

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.

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SELECTION CONSIDERATIONS

Qualifications and Experience:

- completion of an Associate Diploma level qualifications with relevant work experience or a certificate level qualification with post- certificate relevant work experience
- Operational experience of CALISTA, STUDYLINK and SERVICENOW systems
- Experience of a customer service culture
- 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)

Capabilities and Personal Attributes:

- **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations
- **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 others perspectives in making decisions and providing advice; strives to exceed expectations
- **Personal Resilience:** Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks

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
- The nature of the role will require the incumbent to, on occasion, travel to the Geelong Waterfront and Warrnambool campuses in order to fulfil cross-campus responsibilities

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.