

## Position Description



Position title:	Coordinator, Selection and Scholarships
School/Directorate/VCO:	Student Administration/Student Experience and Administration Services
Campus:	Mt Helen Campus. Travel between campuses may be required
Classification:	Within the HEW Level 7 Range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Mandatory directions	Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.
Further information from:	Mr. Anthony Manahan, Dean of Students and Registrar (Acting) Email: <a href="mailto:a.manahan@federation.edu.au">a.manahan@federation.edu.au</a>
Recruitment number:	851526

### Position summary

The Student Administration portfolio is responsible for ensuring efficient, compliant, and innovative student administration processes and systems from selection to graduation, records services, and student surveys.

The Coordinator, Selection and Scholarships is responsible for ensuring that the selections processes at Federation University are transparent to the customer and compliant with both internal and external requirements by delivering an efficient and effective service to domestic students who apply to study with the University.

Travel to other campuses may also be required.

### Portfolio

The Student Experience and Administration Services (SEAS) Directorate is led by the Dean of Students and Registrar and is part of the Deputy Vice-Chancellor Academic portfolio. The Directorate oversees the provision of services across the whole student lifecycle from inquiry to graduation. It includes student engagement, employability, equity, wellbeing, student advocacy, learning and academic skills, as well as student administration services, and contact centres. The Directorate works collaboratively across the University and has close links with external stakeholders including employers, industry groups and the community.

SEAS was founded on a vision informed by sector best practice and service excellence, and is driven by the University's strategic goals. Its collective focus is to support and engage effectively with learners and prospective learners across their student journey. We strive to help our graduates to value life-long learning, achieve fulfilling careers and lives, and contribute to their communities. We provide personalised face-to-face and online services to meet individual needs, take a whole-of-person approach to supporting our students, and provide programs that equip

graduates with essential skills to thrive in life after university.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

## Key responsibilities

1. Coordinate all selection and admission of applicants to various programs across the University. This includes TACs, undergraduate, postgraduate (coursework) and the direct admissions process through to enrolment.
2. Coordinate scholarships program and selection.
3. Lead a team of staff, with a focus on enhancing the applicant experience.
4. Monitor selection data and information to and from TACs.
5. Provide advice on TAC systems, policies and procedures, and how they interact with the University's policy and procedures.
6. Analyse and interpret admission and scholarships statistical data for the provision of advice to senior management.
7. Coordinate procedure reviews in relation to selection and scholarships policy matters.
8. Evaluate, report and continuously improve upon selection and scholarships strategy efficiency and engagement with key stakeholders.
9. Coordinate the updating of Federation University Australia information in the suite of TAC publications and on the University website. This will include liaising with schools and sections to obtain required information and the provision of training to staff in areas where they can update their own information.
10. Attend TAC meetings on behalf of Federation University Australia.
11. Coordinate the TAC, Direct Application Systems and Scholarship Management Systems, including a general oversight of all admissions processes administered through the Centre for University Partnerships (CUP) on behalf of schools and partners.
12. Contribute to the development of pathway and early entry programs at Federation University Australia through the provision of advice in relation to potential applicants and admission requirements.
13. Reflect and embed the University's strategic purpose, priorities and goals 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>.
14. 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 Coordinator, Selection and Scholarships receives broad direction from the Senior Manager, Student Administration and has supervisory responsibilities for the Selections and Scholarships Teams.

The incumbent will be required to exercise sound judgement and strong problem solving skills around the student experience and enhancing processes to meet the University objectives.

### Position and Organisational relationships

The Coordinator, Selection and Scholarships reports to the Senior Manager, Student Administration and leads a team of professional service staff, including the provision of timely and accurate advice to students and academic staff. The position works collaboratively with key internal and external stakeholders to provide expert advice relating to policies and practices involved in the selection, admission and scholarships to ensure quality outcomes.

### 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:

#### Training and qualifications

1. Completion of:
  - a degree with at least four years' experience; or
  - extensive experience and management expertise in student administrative services in a tertiary institution; or
  - an equivalent combination of relevant experience and/or education/training.
2. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

#### Experience, knowledge and attributes

1. Exceptional understanding of internal and external selection and scholarship Policies and Procedures, with the ability to interpret change and implement it within the University.
2. Demonstrated ability to research, analyse and interpret information and data, including summarizing and presenting information and statistical data.
3. Demonstrated ability to solve complex problems based on policies, procedures and regulations, including the judgement to recognise problems that require escalation.
4. Demonstrated planning, organisational and prioritisation skills to coordinate and monitor compliance requirements.
5. Demonstrated ability to deliver critical outcomes within expected timelines.
6. Demonstrated ability to exercise initiative and work effectively, both independently and cooperatively as required.
7. Demonstrated communication and interpersonal skills, including the commitment to disseminate timely and accurate information and solutions to teams, colleagues and clients, and to provide training as required.
8. An innovative mindset, with the ability to embrace and foster change
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated alignment with the University's commitment to child safety.

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

*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.*