

University of the
Sunshine Coast
Australia

POSITION DESCRIPTION

Position:	5885 Coordinator, International Admissions and Compliance
Work Area:	International
Classification:	Level 7
Supervisor:	4219 Manager, International Admissions and Compliance

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

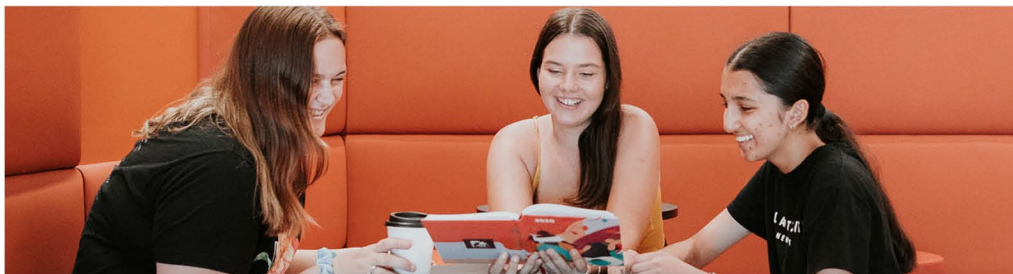
At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF INTERNATIONAL OFFICE

International is responsible for the development and implementation of the University's strategic priorities to increase the cultural diversity of the student population and the global connectedness of graduates. International promotes UniSC's unique product offerings and student experience, while increasing the University's global presence through its international graduates, transnational education opportunities and learning abroad programs. The Directorate is responsible for a range of functions including international marketing, student recruitment, admissions, compliance, partnerships and learning abroad.

The Coordinator, International Admissions and Compliance sits within the International Admissions and Compliance team, which has responsibility for assessing and admitting international students in accordance with University policies and procedures and associated legislation. The team provides assessment in regard to eligibility for entry, overseas qualifications, applicants' status as genuine students, and provides assessment outcomes to all key stakeholders. The team also contributes to the administration of the University's compliance and reporting requirements under the Education Services for Overseas Students (ESOS) Act, including the production and monitoring of Confirmation of Enrolment (CoE) documents through the Provider Registration and International Student Management System (PRISMS), management of the University's registrations and approvals on the



Australian Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), and other associated reporting obligations.

PRIMARY OBJECTIVES OF THE POSITION

1. Coordinate the development, implementation and maintenance of UniSC's international admissions processes, in collaboration with stakeholders, to ensure requirements are met in accordance with the strategic goals and priorities of the University and to ensure the efficient and maximum utilisation of available resources.
2. Provide expert policy and procedural advice on international admissions matters and ensure compliance with relevant legislation and frameworks including The National Code (ESOS), the Commonwealth Government's simplified student visa framework (SSVF), the AQF framework, and PRISMS.
3. Implement change management and communication framework strategies in undertaking the management, development, and continuous improvement of University approved international admissions processes.

NATURE AND SCOPE OF POSITION

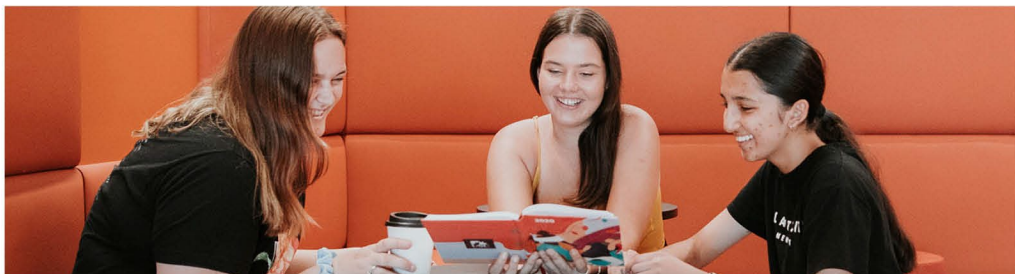
Under the broad direction of the Manager, International Admissions and Compliance, the incumbent provides coordination of activities in reviewing, evaluating and designing business processes and practices relating to UniSC's international admissions activities, ensuring appropriate allocation and utilisation of University resources, legislative compliance and industry best practice, and a high-quality stakeholder experience.

The role also provides proactive leadership, direction and guidance to the International Admissions and Compliance team, fostering a culture of teamwork, agility, and excellence in service.

The ability to work to tight timelines during peak application periods is an important aspect of this position.

KEY ACCOUNTABILITIES OF THE POSITION

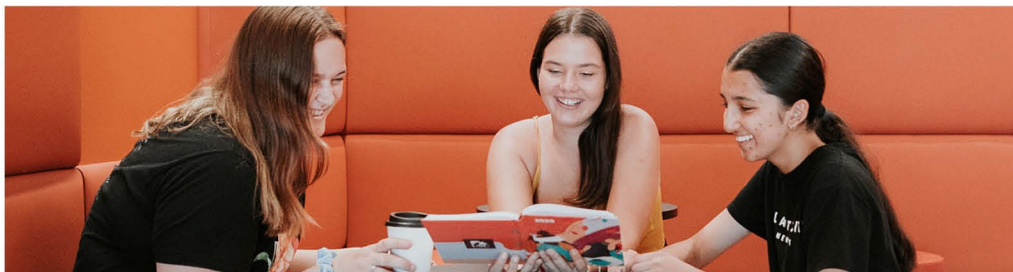
1. Lead and develop the International Admissions and Compliance team, including the allocation and prioritisation of team workloads, identification of resourcing and skills gaps, and training and development of staff.
2. Coordinate and manage the admission of international students into UniSC programs in accordance with the University's policies and procedures, including responsibility for the assessment and processing of applications.
3. Take a leading role in managing engagement with internal and external stakeholders to apply, revise, and enhance international admissions policies, procedures, and processes, including providing strategic advice and recommendations to senior leaders in matters relating to international admissions.
4. Oversee processes associated with StudyLink, including



- establish and nurture productive relationships with StudyLink staff;
 - ensure proficiency in the use of the StudyLink system; and
 - implement new functionality to streamline admissions functions.
5. Analyse international admissions and industry data to identify trends and issues, utilising this insight to advise senior leaders, guide assessment criteria and drive innovative, efficient processes focused on timely, high-quality service delivery.
 6. Maintain a deep understanding of both internal and external operating contexts and deliver expert advice on all international student admission matters.
 7. Lead internal and external training in relation to UniSC's international admissions processes, including the coordination and presentation of training sessions and preparation of documents and publications.
 8. Contribute to a positive and safe work environment by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

Applicants must demonstrate they meet the following **Selection Criteria**:

1. Completion of a relevant degree with at least 4 years' subsequent relevant experience within a higher education setting or extensive experience and management expertise in technical or administrative fields in a tertiary setting.
2. Experience in recruitment and admission processes relating to international students, including sound knowledge of relevant legislation.
3. Extensive understanding, knowledge and experience in using
 - a. a student records information system; and
 - b. the development, use, and maintenance of databases.
4. Ability to assess problems and situations, develop innovative solutions and respond efficiently and effectively within a process improvement environment.
5. Ability to engage constructively with stakeholders and clients, displaying strong organisational, conceptual and analytical skills, to assist in delivering a culture of responsive and innovative customer-oriented solutions.
6. Ability to work with staff in developing knowledge and understanding of data integrity and quality control issues and its relationship to continuous quality improvement principles and practises.
7. Strong communication and organisational skills, including the capacity to:



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- a. interact effectively with individuals from a wide range of cultural and language backgrounds;
 - b. manage competing resources and priorities, and consult and negotiate with internal and external clients with diverse interests;
 - c. plan for and achieve outcomes within specific timeframes and with a high attention to detail; and
 - d. coordinate people and workflows to achieve results.
8. Experience in the coordination and presentation of training sessions and in the preparation of documents and publications.

Desirable

1. Fluency in a language other than English and of significance to the University's recruitment strategy.
2. Experience and expertise in the use of the StudyLink admissions system.

Additional Requirements

It is a condition of employment for this position that:

- There may be the requirement to provide periodic evidence of immunisation against communicable diseases.
- There will be a requirement to occasionally work non-standard hours.
- There may be restrictions on recreational leave during peak periods.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.