

# Position description

<b>Position title:</b>	<b>Manager, International Admissions</b>
<b>School/Directorate/VCO:</b>	<b>International</b>
<b>Campus:</b>	<b>Mt Helen Campus. Travel between campuses will be required. International travel will also be required on an occasional basis.</b>
<b>Classification:</b>	<b>Within the HEW level 8 range</b>
<b>Employment mode:</b>	<b>Fixed -term</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>849215</b>
<b>Further information from:</b>	<b>Professor Talal Yusaf, Pro Vice Chancellor, International: Telephone: (03) 5327 6229 E-mail: <a href="mailto:t.yusaf@federation.edu.au">t.yusaf@federation.edu.au</a></b>
<b>Position description approved by:</b>	<b>Associate Professor Jason Giri, (Acting) Pro Vice-Chancellor, International</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

The International portfolio is responsible for recruiting and admitting international students to University campuses, along with providing administrative services for students studying at partner provider teaching locations and offering mobility experiences amongst other services.

The *University's Strategic Plan 2018-2022* identifies international student growth as a key strategic goal. The Manager, International Admissions will support this goal by ensuring compliance with international recruitment standards for students at the University.

The Manager, International Admissions is responsible for reviewing, improving and managing the effective and efficient processing of international student applications for all Federation University Australia campuses, in accordance with University and legislative requirements.

The Manager, International Admissions will lead the University's International Admissions Office and support admissions staff employed in offshore partner support offices. The position is responsible for providing strategic advice and implementing processes to ensure University requirements and objectives are achieved. This includes implementing improvements through several projects to enhance the international admissions systems, productivity and procedures.

The position requires travel to partner provider campuses and other locations. Some international travel may be required.

## Key responsibilities

1. Implement University systems and procedures to facilitate efficient processing of student applications.
2. Create and deliver regular high-level analytical reports on international admissions data against University targets and compliance requirements and make recommendations to the Pro Vice-Chancellor, International.
3. Review, recommend and implement the continuous improvement of the University's international admissions process.
4. Manage the international admissions office to enhance productivity through strategic staff planning and appropriate allocation of resources to enable effective and efficient processing of international student applications.
5. Ensure admissions policy and procedures are aligned with the goals and strategic plans.
6. Advise the Pro Vice-Chancellor, International and leadership team on strategic improvements to meet University objectives for international student admissions with comprehensive proposals, plans, discussion papers and Executive briefings for a variety of high level audiences.
7. Conduct regular market analysis to inform and develop recommendations for improving the processing of international applications to minimise the application process and advise international students of their application outcome.
8. Lead the International Admissions team with expert advice for escalated complex matters in relation to admissions requirements and procedures in compliance with relevant University policies and procedures.
9. Develop and deliver presentations with the Manager, International Recruitment to Managers, Directors and Senior Leadership Team on international student admissions and recruitment activities for proportionate planning purposes.
10. Develop, implement and evaluate engagement strategies with key markets and partner providers to provide meaningful opportunities to build the University's profile.

11. 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>.
12. 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 Manager, International Admissions works under the broad direction of the Pro Vice-Chancellor, International with a degree of autonomy. The incumbent has direct supervisory and line management responsibility for staff in the University's International Admissions office and accountability for the work systems and processes for admissions staff employed in partner provider offices overseas.

The Manager, International Admissions is responsible for leading the function of international admissions with strategic advice and improvements for the effective and efficient processing of international student applications for the University. The incumbent is responsible for liaising with internal stakeholders within the University to coordinate the intake of international students who may be part of a special cohort to facilitate applicable support functions that have been arranged.

The Manager, International Admissions will have expert knowledge and experience with government regulations, University policies, procedure and regulations to ensure compliance with all international student admissions requirements.

## Training and qualifications

Postgraduate qualifications or progress towards postgraduate qualifications and extensive experience in the field of international student admissions; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

## Position/Organisational relationships

The Manager, International Admissions reports under the broad direction to the Pro Vice-Chancellor, International.

The Manager, International Admissions has relationships with:

- International applicants;
- International education agents and other University representatives;
- International recruitment and marketing staff employed within the University;
- Academic and administrative staff within the University's Schools in Higher Education and TAFE;
- Administrative staff in the University's Centres;

- University partner providers;
- Staff of government and non-government agencies in Australia and overseas;
- Admissions staff in similar offices at other Australian Universities; and
- International students.

## 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. Postgraduate qualifications or progress towards postgraduate qualifications and extensive experience in the field of international student admissions; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training
2. Demonstrated leadership of the recruitment life cycle for international students.
3. Proven track record of effectively leading, managing and driving performance of a team.
4. Demonstrated written, oral and interpersonal communication skills with proven ability to build relationships, consult and negotiate with clients and colleagues, and work with staff at all levels.
5. Demonstrated experience in complex data analysis and high level reporting.
6. Demonstrated organisational, planning and problem solving skills, including the ability to exercise judgement and initiative in conflict resolution and ability to demonstrate a commitment to recognising the importance of confidentiality and sensitive matters.
7. Demonstrated ability to identify gaps to improve processes, apply judgement and initiative where appropriate, and encourage teamwork to result in the contribution of positive outcomes for the University.
8. Demonstrated capacity to operate effectively across multi-disciplinary teams and adapt your approach to changes in environment or circumstances.
9. Demonstrated understanding of government legislation in relation to international students studying in Australia with the demonstrated ability to convey this knowledge to others.
10. 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.