TODAY is the DAY

UOW College is wholly owned by the University of Wollongong. Since 1988, we have been offering students alternative entry to UOW through university preparation courses. Our product offerings include Academic programs (Higher Education Diplomas and University Access Programs) and English Programs (including IELTS Testing).

Full Time

IELTS Administrator

The IELTS Administrator is responsible for the management of IELTS testing ensuring compliance with IELTS standards and security and also ensuring the provision of a high level of customer service. The IELTS Administrator reports to the English Language Centre Manager UOW College (UOWC).

The position of IELTS Administrator is responsible for all aspects of the IELTS testing. This includes:

- Efficient management and administration of IELTS tests in accordance with IELTS requirements
- Management of IELTS staff including casual invigilators and examiners
- Ensuring the provision of a high level of customer service
- Development of IELTS business opportunities
- Representing UOW College with IELTS test Partners
- Contributing to the general operations of UOW College.

IELTS testing is usually conducted on Saturdays. It is expected that the IELTS Administrator will be available for work on test dates.

Closing Date: 10 August 2014

Contact: uowe-recruit@uow.edu.au

Website: www.uowenterprises.com

Intranet: Staff Intranet

UOW COLLEGE