



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).

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**Temporary Part Time (3 Days)**

## **Student Administration Officer**

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Expressions of Interest are being sought for an initial 12 month secondment for the Student Administration Officer in the UOWC Vocational department.

The Student Administration Officer is instrumental in ensuring that UOW College grows in vocational student numbers and that the implementation and monitoring of students is undertaken in a timely fashion so as to enhance UOW College's reputation for high quality delivery and customer service.

The primary purpose of the Student Administration Officer role is as follows:-

1. Handle student and traineeship enquiries and process applications as they come through in order for UOWC's monthly targets for vocational programs to be met.
2. Ensure the Apprenticeship Centre have all documentation necessary for applicants to be registered as Trainees.
3. Ensure all traineeship processes and procedures are in line with State Training Services standards and regulations.
4. Handle enquiries for full-fee paying courses and professional development programs in a friendly, knowledgeable and professional manner.
5. Handle the administration of all students for UOWC (vocational) in liaison with the VET Coordinator.
6. Ensure all processes and procedures are implemented in line with ASQA standards and regulations.

**Closing Date:** 9 am Thursday 7 August 2014

**Contact:** [uowe-recruit@uow.edu.au](mailto:uowe-recruit@uow.edu.au)

**Website:** [www.uowenterprises.com](http://www.uowenterprises.com)

