

JOB DESCRIPTION

Position Title: Recruitment and Admissions Officer	Position number: 21P007
Business unit: Corporate Development	Location: UOW, Building 39a
Reports to (title): Strategic Projects Director	TRF placement:
Revised by (title): Strategic Projects Director	Revised on: January 2015
Approved by (title):	Approved on:

Context

The objectives of the UOW College Recruitment Team are to utilize all student recruitment channels to facilitate the engagement and enrolment of new students to UOW College programs. The position of Recruitment & Admissions Officer will contribute to the effective implementation of recruitment strategies for UOW College including the admissions process.

Primary Purpose

To communicate with agents and eligible students to facilitate their enrolment in UOW courses. To promote the benefits of study at UOW College and UOW. To manage the admissions process with accuracy and integrity. To report on the progress of all activities on a regular basis. This role involves travel overseas on student recruitment missions.

Key responsibilities / accountabilities

In order of importance, state the major responsibilities / accountabilities of the position, what is achieved and the approximate percentage of time involved.

Key responsibilities / accountabilities	Outcome	% of time
1. Enquiry management <ul style="list-style-type: none"> • Receive and prioritise all enquiries via agents, website, phone, email etc. • Systematically respond to all enquiries as per plan using prescribed information templates to encourage the enquirer to proceed to application 	Recruitment of UOW College students	40
2. Application Management <ul style="list-style-type: none"> • Receive and prioritise all applications • Systematically respond to all applications according to the application flow chart • Achieve all KPIs related to turnaround times of applications • Through timely and effective communication with the agent or the applicant directly encourage payment of deposits • Generate eCOEs 	Recruitment of UOW College students	30
3. Reporting <ul style="list-style-type: none"> • Generate weekly progress reports to demonstrate <ul style="list-style-type: none"> - Status of applications - Performance against target - Weekly workload • Generate agent performance reports as requested • Retrieve data as requested 	Recruitment of international students	30

Other responsibilities

- Work health and safety responsibilities:
 - take reasonable care for your health and safety, and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
 - comply, so far as reasonably able, with any reasonable instruction that is given to ensure compliance with work health and safety legislation; and
 - co-operate with policies or procedures relating to health or safety at the workplace.
- Demonstrate the Values (passion, creativity, integrity, collaboration, courage, exceptional) on a day to day basis.
- Observe principles and practices of Equal Employment Opportunity (EEO).

Key working relationships

Identify the key positions, groups or organisations the position deals with inside and outside the organisation on a regular basis. Briefly describe the nature or purpose of these working relationships.

Key working relationships	Nature and purpose of contact
UOW College International Recruitment Director	Direct Business Unit Manager
UOW College Executive	Internal Client
CFO	Responsible for UOW College Marketing
UniAdvice	External Service Supplier
UOW College Marketing Team	Internal Client responsible for generation of communication tools

Decision making authority

Decisions expected	Recommendations expected
Nil	Recommendations from marketing research and analysis Recommendations for recruitment initiatives

Selection criteria – qualifications, education, experience, skills and knowledge

ESSENTIAL

- Tertiary qualifications in relevant discipline
- Proven ability to deliver outcomes on time and on budget
- Experience in delivering targeted communications
- Strong communication and client relationship management skills
- Mandarin language
- Proven project management experience
- Ability to be flexible, open to change with a passion for learning
- Willingness to travel overseas on student recruitment missions
- Certified proof of right to work in Australia
- A commitment to UOW College values of Passion, Courage, Integrity, Exceptional, Collaboration and Creativity

DESIRABLE

- Experience in student admissions processes
- Experience in research and data analysis including tracking ROI
- Knowledge of the Australian education systems – vocational and higher education
- Experience in student recruitment
- International student recruitment experience
- Business to business and business to consumer sales and networking experience and knowledge of sales processes and operations