



## POSITION DESCRIPTION

**Position:** Administration Officer

**Contract Type:** Full time, six (6) month maximum term agreement

**Department:** Pathways School

**Reporting to:** Administration and Compliance Manager

**Salary Range:** Band 2 FTE \$66,920 plus 17.5% leave loading plus 10.5% superannuation

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**Date:** March 2023

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## POSITION SUMMARY

The purpose of this position is to provide administrative support within the Student Journey portfolio, particularly in the areas of admissions, registrations and student accommodation for prospective and current students of the Foundation Studies Program in accordance with internal policies as well as Federal legislation such as the Education Services for Overseas Students Act (ESOS), the National Code, Department of Home Affairs (HA).

Reporting to the Administration and Compliance Manager, the position requires an enthusiastic, well-organised and flexible person with a friendly, professional manner who has the ability to develop a rapport with people from a range of countries and cultural backgrounds.

## SELECTION CRITERIA

### Essential:

1. Previous work experience in an international education environment desirable and / or a willingness to undertake relevant training.
2. A high level of attention to detail in documentation and data entry.
3. The ability to interpret government legislation effecting international students including the ESOS Act, the National Code and HA guidelines.
4. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community.
5. Demonstrated ability to prioritise competing tasks, meet deadlines and work under pressure as well as contribute and work within a team and independently.
6. Demonstrated computer skills using Word, Excel, and a range of software and ability to learn new systems.
7. An understanding of Equal Employment Opportunity, and commitment to equity, cultural diversity, integrity, respect of others, collaborative action and best work practice.





8. An understanding of and commitment to compliance of Occupational Health and Safety requirements.
9. The applicant must be able to communicate effectively with areas of the College including, Admissions, Student Recruitment, Student Wellbeing, Academic Administration, Timetabling, Student Accommodation and Finance.

### KEY RESPONSIBILITIES

1. Assess international student applications and process responses efficiently.
2. Correspond (online and in person) with potential students, parents and agents in regard to the Foundation Studies program, in particular queries relating to the application process and assessment
3. Follow up conditional student offers prior to each relevant intake.
4. Maintenance of the student database in regard to student information.
5. Provide advice and referral regarding student accommodation to education agents, students and their families in a timely manner.
6. Processing accommodation requests monitoring progress until accommodation is secured.
7. Assisting with the airport pickup process.
8. Process enrolment of students in Trinity's student management system in accordance with assessment guidelines, the National Code of Practice and HA.
9. Create and authorize Confirmation of Enrolments in PRISMS for TCFS students.
10. Report student variations in PRISMS in accordance with the National Code and HA guidelines for any change to an existing enrolment.
11. Other relevant duties as directed.

#### Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

### CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

#### All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.





- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

## TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which, through the [University of Divinity](#), offers high-quality, accredited degrees and diplomas, and also serves the wider community by offering professional development workshops, seminars and lectures in our [Continuing Education](#) program.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity, Society*

