



POSITION DESCRIPTION

Position: Admissions Officer

Department: Student Journey, Pathways School

Report to: Admissions Manager

Remuneration: Band 2S FTE \$73,773 plus 17.5% leave loading plus 12% superannuation

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Date: August 2025

POSITION SUMMARY

The purpose of this position is to ensure that the process of assessing applications and managing enquiries relating to them is conducted in an efficient, accurate, and courteous manner. The Admissions Officer assesses applications and responds to enquiries from prospective students, working closely with other admissions and recruitment staff within the Pathways School. The successful candidate will become a valued member of the admissions and recruitment team; a close working group committed to service.

Reporting to the Manager, Admissions, the position requires a well-organised and details-oriented person, who works systematically to review applications against established rules. It also requires someone who is customer-oriented, with a friendly, professional manner, and the ability to develop a rapport with people from a range of countries and cultural backgrounds.

SELECTION CRITERIA

Essential:

1. A relevant (tertiary) qualification at certificate or higher level and/or significant work experience in a similar role.
2. An aptitude for process work, with accuracy, attention to detail, and the systematic application of rules to make assessments.
3. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
4. Proven interpersonal communication skills (written and oral) and a history of delivering quality customer service within a culturally diverse education community or similar environment.
5. The ability to interpret government legislation affecting international students including the ESOS Act, the National Code and DHA guidelines.
6. Well-developed computer skills with proven ability and experience in using and maintaining systems databases.
7. Demonstrated self-motivation, with the ability to work effectively as a team member, and willingly back up colleagues and take on miscellaneous tasks as required.
8. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
9. An understanding of Equal Employment Opportunity, and commitment to equity and cultural diversity.





KEY RESPONSIBILITIES

1. Assessing international student applications and issuing letters of offer and rejection letters efficiently.
2. Corresponding with prospective students, parents and agents about Trinity College's Foundation Studies program, especially responding to queries relating to the application process and assessment issues.
3. The follow up of information necessary to determine the outcome of conditional offers.
4. Maintenance of the admissions and student management systems concerning student and creditor information.
5. Observing Trinity College's policies and providing input to their review, as requested.
6. Generating data, contributing to analysis and planning and general office administration as directed by the Admissions Manager.

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.
- 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 more than 1,500 talented students each year 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 one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

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.

