TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

POSITION DESCRIPTION

Position: Senior Administration Officer – Academic Administration

Department: Student Journey

Reporting to: Academic Administration Manager

Directly supervising: Nil

Remuneration: Band 3S FTE $88,849 plus 17.5% leave loading plus 12% superannuation

Contact: Academic Administration Manager, email: monicag@trinity.unimelb.edu.au

Date: September 2025

POSITION SUMMARY

The Senior Administration Officer is responsible for the accurate and timely collection and recording of student results and the subsequent presentation of student results and surveys to inform strategic decision making around student progression in the Pathways School. The Senior Administration Officer – Academic Administration will provide academic advice to commencing and continuing students as well as playing a pivotal role in working with internal stakeholders to ensure that the reporting and presentation of academic results and progress is timely and accurate. The Senior Administration Officer will work closely with key stakeholders across the Pathways School to ensure that students are supported to meet their attendance and academic progression obligations.

SELECTION CRITERIA

Essential:
1. Qualification relevant to the role at a level of Diploma / Degree and/or willingness or undertaking relevant training.
2. Demonstrated work experience in a similar role with experience in data management and extraction of reports from data systems.
3. Demonstrated work experience in providing academic career guidance to students.
4. High interpersonal communication skills (written and oral) at all levels within a culturally diverse education community or similar.
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. A commitment to academic excellence and an understanding of Australian educational practices and quality assurance systems and processes.
7. Knowledge of the university system and prerequisite requirements of undergraduate courses.
8. Sensitivity to the needs of international students and their families and experience maintaining confidential records
9. Demonstrated computer skills using Word, Excel, and a range of software and ability to learn new systems as well skills in word processing, internet and database applications.

10. An understanding of Equal Employment Opportunity, and commitment to equity, cultural diversity, integrity, respect of others, collaborative action and best work practice.
11. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

KEY RESPONSIBILITIES

1. Provide academic and subject selection advice to TCPS students
2. Generate reports and conduct statistical analysis of the academic performance of TCPS students, using existing systems to extract key data that supports process improvement and informed decision making.
3. Engage with students and parents (where required) who are making unsatisfactory academic progress conducting regular reviews to ensure that regulatory requirements have been adhered to.
4. Manage academic results templates and assessment schedules with subject delegates and oversee the submission and integrity of academic results.
5. Manage all variation of enrolments submitted by TCPS students - conducting regular reviews to ensure that regulatory requirements are adhered to and that students and their families have been clearly communicated with regarding their options.
6. Maintain effective working level relationships with internal stakeholders to successfully engage staff in the delivery of Academic Administration services that enhance the student experience.
7. Ensure that the data in Synergetic regarding students and their academic results is accurately saved and recorded on behalf of Academic Administration.

8. Perform pre-arrival duties, including communicating with new students to log on to the LMS and make subject selections, at the commencement of each intake and ensure that relevant information is generated and shared with colleagues in a timely manner.
9. Assist in the day-to-day operations and broader academic administration processes to ensure high-quality student experience.
10. Undertake any other duties as reasonably required or aligned with the scope and nature of the role.

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.