

## ADMISSIONS COORDINATOR

<b>YOUR TITLE</b>	Admissions Coordinator	<b>WHO YOU REPORT TO</b>	Registrar
<b>YOUR TEAM</b>	SEDA College WA	<b>WHO REPORTS TO YOU</b>	NA

At SEDA College WA, we help young people get the most out of life by walking side by side with them, every step of their journey. We believe that happy and healthy people, are high performing people.

<b>How do you contribute to the bigger picture?</b>	The Admissions Coordinator is an essential part of the College’s business services department. The purpose of this role is to work within the admissions team to provide information about our College to the wider community and ensuring that enrolment targets are met annually. The role includes the provision of accurate advice to prospective students and parents, responding to enquiries and the accurate management of student databases. The Admissions Coordinator is essential to the success of the College and is integral to the vision of the College.
<b>Our Values</b>	To walk beside our students and be GREAT together: <ul style="list-style-type: none"> <li>• <b>Growth</b> - We challenge our people to grow and be stretched to become the best versions on themselves,</li> <li>• <b>Resilience</b> – We know that things don’t always go to plan, and when they don’t, we are strong, and we bounce back,</li> <li>• <b>Empathy</b> – We are inclusive and sincere, with a focus on understanding the individual and creating an environment where everyone feels welcome,</li> <li>• <b>Accountability</b> – We take responsibility for ourselves and follow through on our commitments,</li> <li>• <b>Teamwork</b> – We embrace one another. We share our successes, and our challenges.</li> </ul>
<b>Work requirements</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>• Current and valid Working with Children Check (or willingness to complete)</li> <li>• Current and valid Police Clearance Check (or willingness to complete)</li> </ul>

	<ul style="list-style-type: none"> <li>• Current and valid Drivers License.</li> </ul>
<b>Award</b>	<p><i>Department of Education (School Support Officers) CSA General Agreement 2021.</i> To view the Agreement, <a href="#">click here</a>.</p> <p>Level 1 or 2 pending qualifications and experience</p>
<b>Where and when will you be working?</b>	<p>The Admissions Coordinator works predominantly at the College office (353 Cambridge St, Wembley), however at times, will be required to work across multiple campuses of the College. Office hours are 8.30am-4.30pm.</p>
<b>Key relationships</b>	<p>Students, Parents/Carers, Teachers, Heads of Learning Areas, Assistant Principals, College Executive, and all other College staff.</p>
<b>Knowledge, experience and skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience providing effective administrative support within a fast-paced environment and the ability to organise and prioritise tasks effectively.</li> <li>• Experience in a customer/client service environment with the ability to implement high-level customer service principles and practices.</li> <li>• Proven ability to use initiative and work autonomously as well as the ability to work productively as part of a team.</li> <li>• Experience establishing and maintaining professional relationships with key stakeholders both internal and external to an organisation.</li> <li>• High level oral, written, and interpersonal communication skills and demonstrated ability to effectively negotiate, collaborate and communicate with a range of audiences and stakeholders both internal and external to an organisation.</li> <li>• Experiences with EnrolHQ and Synergetic high desirable, but not essential.</li> </ul>
<b>The standards you need to meet – key activities</b>	
	<p><b>Student Lifecycle</b></p> <p>The Admissions Coordinator collaborates with other members of the Admissions team and contributes to the successful operations of the student lifecycle. This includes:</p> <ul style="list-style-type: none"> <li>• Assist with the coordination of the SEDA admission process.</li> <li>• Process student applications and facilitate the booking of student information sessions and interviews.</li> </ul>

- Ensure all required documentation is received from new students enrolling in the College.
- Ensure all students entering a SEDA College program meet the criteria before being offered a position in the program.
- Process the outcome of student interviews, including sending offer/decline letters and online admission forms
- Assist in the development of specific enrolment information for new students.
- Work with relevant staff to ensure enrolment tasks and objectives are met.

#### **Information and Interviews Sessions**

The Admissions Coordinator collaborates with other members of the Admissions team and contributes to the successful operations of information and interview sessions. This includes:

- Attend information sessions and interview days.
- Assist families to book student interviews.
- Ensure all staff receive required information prior to conducting student interview sessions.
- Ensure the student interview process is conducted in a professional manner and all students and parents receive quality, ongoing communication.
- Follow a clear process to acquire information and documentation from prospective students and maintain in College systems.

#### **Events**

The Admissions Coordinator collaborates with other members of the business services team and contributes to the success of College events.

This includes:

- Assist with the organisation of SEDA College open days and Career Expos for prospective students and parents.
- Attend marketing and admissions events as required (this may require some weekend and after-hours work).

#### **General Administration**

	<p>The Admissions Coordinator collaborates with other members of the business services team and contributes to the general administration of the College. This includes:</p> <ul style="list-style-type: none"> <li>• Providing information or extractions for relevant departments across the College.</li> <li>• General business services assistance as required.</li> <li>• Follow up required documentation that is linked to the admissions process.</li> <li>• Enter data relating to Workplace Learning into College systems/platforms.</li> <li>• Perform reception duties when required.</li> <li>• Develop and monitor strategies, events and data relating to SEDA College alumni.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Relevant higher education qualification in administration fields preferred but not essential.</li> <li>• High level understanding of Microsoft Office products is desired.</li> </ul>
<p><b>What success looks like:</b></p>	<p>Success of the Admissions Coordinator is defined by the engagement and outcomes of the Colleges student and family community. Specifically, success includes:</p> <ul style="list-style-type: none"> <li>• Assisting in the development, implementation, and review of the College student lifecycle journey,</li> <li>• Assisting with the management of accurate and secure student data and records on school systems (including relevant external systems),</li> <li>• Collaborate with the College marketing department to facilitate outcomes and enrolments for prospective students and families,</li> <li>• Assist with accurate and timely reporting for appropriate state and federal requirements,</li> <li>• Contribute to the day-to-day operations and strategic direction of the admissions team in line with the directions of the College Registrar.</li> </ul>
<p><b>Your work, health, and safety responsibilities</b></p>	<p>Your responsibilities as an employee include:</p>

	<ul style="list-style-type: none"> <li>• Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on College premises.</li> <li>• College premises may include places away from the College campuses such as a campsite or where College excursions may take place from time to time.</li> <li>• Ensure understanding and compliance of the College OHS policy.</li> <li>• Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.</li> <li>• Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.</li> <li>• Not misusing or damaging any equipment you use.</li> <li>• Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property</li> </ul>
<b>Code of conduct</b>	You are responsible for ensuring you act within the framework of the College’s Staff Code of Conduct.
<b>Ongoing professional development</b>	Strive to be GREAT by consistently living the College values of <i>Growth, Resilience, Empathy, Accountability and Teamwork</i> . You are required to participate in the College performance development program (myDevelopment) which will assist you and your Leader in mapping professional development to meet your and the College’s goals.