

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

SCHOOL/DIRECTORATE:	Directorate of Student Administration and Services
POSITION TITLE:	Senior Admissions Officer
CLASSIFICATION LEVEL:	HEO Level 6
DATE CLASSIFIED:	27 July 2006
REPORTS TO:	Manager, Enrolment and Progression

DIMENSIONS OF POSITION:

The Directorate of Student Administration and Services (DSAS) meets the administrative needs of students, members of UNE communities and external agencies by providing expertise and management in award structure and academic policy, and facilitating the links, information and infrastructure which enables students to progress to graduation.

The Student Centre Group exists to facilitate links between the university, faculties, schools and students with particular reference to admissions, enrolment, customer service, examinations, prizes and scholarships, management of the records required to comply and report to external bodies and guarantee the integrity of academic transcripts

Within the Student Centre Group the Admissions Team is responsible for operational activities that meet the University's admission goals.

POSITION OBJECTIVES:

The occupant of this position will form part of the Admissions Team and, under general direction, will

- Coordinate the University's admission processes for domestic undergraduate and postgraduate coursework students;
- Coordinate the provision of accurate and timely information to prospective students and apply specialist knowledge to resolve more complex admission cases and provide Senior Management with information about issues arising from them;
- Ensure that admissions related data is captured and maintained on corporate systems and for external admission bodies;
- Provide advice to Senior Management and Faculties on issues, policies and business processes, and initiate and implement policy and procedural improvements.

Undertake designated UNE support officer roles for external admissions bodies and represent the Directorate or the University as required on committees..

DUTIES:

1. Coordinate the University's admission processes for domestic undergraduate and postgraduate coursework students.
2. Coordinate the provision of accurate and timely information to prospective students.

3. Coordinate with the relevant School course coordinators and provide accurate and timely information to facilitate the decisions on admission applications.
4. Ensure that admissions related data is captured and maintained as per University standards and requirements.
5. Apply significant specialist knowledge and undertake appropriate actions to resolve more complex admission cases and provide Senior Management with information about issues arising from them.
6. Undertake designated UNE support officer roles for Universities Admissions Centre (UAC) and Queensland Tertiary Admissions Centre (QTAC) and represent the University as required on committees of these bodies.
7. Ensure that the Universities Admissions Centre (UAC) and Queensland Tertiary Admissions Centre (QTAC) systems are maintained as per those institution's standards and associated deadlines are met. Ensure that information and reports from those systems are disseminated within UNE to inform decision making.
8. Provide advice to Senior Management and Faculties on issues, policies, and business processes, and initiate and implement policy and procedural improvements.
9. Participate in project management as a team member or leader as required which may involve researching and providing detailed project plans and recommendations on issues and policies.
10. Represent the Directorate as required on relevant UNE committees such as the Orientation Committee.
11. Ensure that the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety and quality assurance are applied in relation to the responsibilities of this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with relevant experience or extensive relevant experience leading to the development of specialist expertise or broad knowledge; or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Demonstrated knowledge of (or demonstrated ability to quickly acquire knowledge of) policy, procedures and practice concerning admissions in the higher education sector and ability to initiate and implement policy and procedural improvements.
3. Demonstrated ability to interpret and apply complex rules and procedures in a large organisation.
4. Demonstrated excellent interpersonal and communication skills with a wide range of clients and the ability to recognise and respond appropriately to their needs.
5. Demonstrated superior organisational skills, accuracy and attention to detail and ability to meet tight deadlines.
6. Demonstrated excellent team, project and supervisory skills.
7. Demonstrated good computer skills including extensive experience with complex databases as well as an ability to use a range of relevant software.
8. Demonstrated ability to maintain confidentiality in a sensitive environment.
9. Awareness of OH&S, risk management, quality assurance and EEO principles as they relate to this position.