

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, 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

Directorate: International Marketing and Pathways
Position Title: Admissions Assistant
Classification Level: HEO 4
Classification Date: 5 February 2009
Reports to: Manager, International Recruitment and Admissions

DIMENSIONS OF THE POSITION

The primary focus of the International Marketing and Pathways Directorate is to:

1. Grow the international student program in Armidale (on-campus and distance education);
2. Develop UNE's relationships in China (Pathways and Advanced Standing) to supply an increasing number of international students;
3. Support the development and operations of UNE's Domestic Partner Study Locations for international students (ISBT, TOP and others);
4. Build UNE's agent network on a country by country basis;
5. Enhance communication, cooperation and planning with Faculties/Schools in building their international student program, including the introduction of new high demand international programs;
6. Comply with State and Commonwealth legislative and peak body requirements relevant to the admission of full- time international students and in the advertising and promotion of UNE courses to prospective international students;
7. Continue the development and improvement of sales and promotional materials and IM&P's prospective international student website to boost applications for admission;
8. Develop, promote and manage UNE's Exchange and Study Abroad program and;
9. Build UNE's presence in the Scholarship market (AusAID and In-country)

This position works as part of a team and reports to the Manager, International Recruitment and Admissions. The Admissions Assistant plays an important role in the operational aspects of the admissions process for international students.

POSITION OBJECTIVE:

The Admission Assistant under limited supervision of the Manager, International Recruitment and Admissions, is responsible for the procedural aspects of the admission process for all international students considering enrolment in any UNE course (Full-time on-campus at Armidale, Distance Education, Non Award, English language, incoming exchange and Study Abroad and full-time domestic partner delivered programs). This includes entering data into relevant databases, including the UNE Student Information System (Callista), updating student and related records on PRISMS (Provider Registration and International Students Management System), CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) and the directorate's Admissions database, 'The Log'. The incumbent will also undertake standardised assessment of overseas qualifications and English Language Proficiency, preparing and issuing admission offer letters and Confirmation of Offers (COEs), tracking applications and the provision of reports on arriving students.

The Admissions Assistant will also be expected to learn and strictly follow UNE academic and English language admission requirements including those related to specific countries. In addition, the incumbent will also assist in answering routine email enquiries from potential international students from initial enquiry to the point of admission.

DUTIES:

1. In accordance with UNE policies and guidelines and Government legislation, process applications and admission of international students to candidature for UNE and awards and non-awards (Study Abroad and incoming exchange) including Advanced Standing (credit) for previous studies.
2. In accordance with UNE policies and guidelines and Government legislation, process applications for English Language Centre programs.
3. Prepare and issue admission offer letters and eCoEs (electronic Confirmation of Enrolment) as required.
4. Use and maintain CoE date for international students in PRISMS (Provider Registration and International Students Management System), process registration of degrees and awards on CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students).
5. Identify and record the source of international students (e.g. 'From and to', partner institutions and UNE agents).
6. Record and maintain an up-to-date listing of pre-admission English and academic scores using the 'Log' and UNE's electronic record management system, TRIM.
7. Report on application numbers, number of offers issued and acceptances received and application processing times as required.
8. Provide accurate and comprehensive lists of incoming international students to relevant stakeholders prior to the commencement of each cohort.
9. Select appropriate standard responses to routine to moderately complex email enquiries from initial enquiry to admission.
10. Be aware of the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.
11. Other duties appropriate to the position as required.

QUALIFICATIONS AND SELECTION CRITERIA:

1. Completion of associate relevant diploma level qualification; or completion of a relevant Certificate IV qualification with relevant work related experience; or, or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Sound knowledge or experience of interpreting and implementing policies in terms of following defined processes.
3. Sound ability to identify and set priorities and to achieve prioritised tasks.
4. Demonstrated sound oral and written communication skills in working with people with culturally diverse backgrounds.
5. Demonstrated experience in working with people of culturally diverse backgrounds.
6. Demonstrated sound level of skills in the preparation of documents, letters and correspondence.
7. Demonstrated ability to work both independently with minimal supervision and as a member of a team.
8. Demonstrated high level computer skills using a range of relevant software such as MS Word, Excel, Outlook and database programs.
9. Awareness of occupational health and safety, risk management, quality assurance, records management and EEO principles as they relate to this position.