



ST FRANCIS XAVIER COLLEGE
Berwick, Officer and Beaconsfield

Admissions Officer

Position Description	
Position Title:	Admissions Officer
Reporting Relationships:	Responsible to Marketing & Communications Manager
Direct Report (If Applicable):	N/A
FTE & Position type:	Full time, Ongoing
Classification Level:	ESE – Category A, Level 3 under the VCEMEA 2013 & MOU 2017
Campus Location	Beaconsfield

Mission:
<p style="text-align: center;">I am the Way, the Truth and the Life (John 14:6)</p> <p>St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.</p>
Role Summary:
<p>The Admissions Officer is an integral link in the efficient and effective operations of St Francis Xavier College. This position primarily focuses on the needs of and support to St Francis Xavier College students, families and prospective families, particularly with reference to enrolments. The Admissions Officer is directly responsible to the Marketing & Communications Manager.</p>
Key Duties & Responsibilities:
<ul style="list-style-type: none">• Analyse data and develop and implement strategies to cultivate new student enquires• Ensure integrity and currency of all data in <i>Synergetic</i>; including but not limited to rollover, alumni, contact details and student history• Ensure accuracy of enrolment process record keeping• As part of the Marketing Team assist as directed with the implementation and administration of special/annual events and key promotions• Keep a stock pile of prospectuses to forward to new enquiries• Manage Principal's Scholarship application process• Management of College tours• Assist in the organisation of the College Open Days• Participate in all relevant Information Evenings• Any other duties as directed by the College Principal, Business Manager or Marketing Manager

Knowledge, Attributes & Competencies:

- Ability to manage a small team within a dynamic fast-paced office
- Advanced level of computer literacy
- Demonstrated knowledge of the college enrolment process
- Ability to build and maintain customer relationships
- Ability to operate autonomously and with initiative and flexibility
- High degree of attention to detail and accuracy
- Sound verbal and communication skills
- High level of integrity and discretion
- Excellent communication skills to professionally communicate and present to parents and families
- Ability to prioritise workload and work well under pressure
- Reporting and analytical skills to interpret and communicate enrolment data
- Working knowledge of all relevant DOSCEL and College policies

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

All staff employed at St Francis Xavier College are required to abide by our *Child Safe Policies* and commit to our *Child Safe Code of Conduct*.

- Current Working with Children Check
- National Police Record Check

Last Updated:

December 2018