



## Administration Officer Canning College

<b>Position number</b>	00042451
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

Canning College is an Independent Public School and is the leading provider of international education within the Department of Education. The college caters for international students with a wide range of academic, social and ethnic backgrounds. In most instances, the students are speakers of English as a second language and therefore have different needs compared to students in a typical senior high school.

The college offers a range of educational programs that meet the demands of international students whose aim is to enter tertiary education. The programs include:

- Western Australian Universities' Foundation Program
- Western Australian Certificate of Education (WACE)
- Certificate IV in University Access Program
- Diploma of Commerce – first year university level
- Years 10 and 11
- Bridging programs

The college operates for 52 weeks per year and has four distinct student intake periods.

Further information about Canning College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Assist in administering the financial, physical and human resources aspects of the college's international operations, in particular international student services activities.
- Provide administrative support for international students (online and onshore), staff and external stakeholders, including entering and maintaining student enrolment data, timetables and attendance.
- Enter students marks into the college's reporting system.

- Generate routine reports, queries, lists and other information from the college databases, including academic statements, fee statements and completion certificates.
- Receipt tuition fees and reconcile receipts with the college bank statement.
- Provide information regarding visas and monitor and record details of packaged programs.
- Liaise with providers on issues relating to medical insurance cover and accommodation.
- Liaise with the Tertiary Institutions Service Centre regarding student enrolments and withdrawals.
- Undertake reception duties, including responding to enquiries and requests for information from prospective and existing students, parents and education agents.
- Provide administrative support for student experience activities including graduations and orientations.
- Assist with the production of the college's printed and online publications.
- Assist in updating the college's website and social media, ensuring published content is current.
- Assist school management in ensuring the internal and external communication activities of the college are coordinated effectively.

### **Selection criteria**

1. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to liaise effectively with individuals at all levels and from diverse cultural backgrounds.
2. Demonstrated knowledge and experience in administrative functions.
3. Demonstrated keyboarding and computer skills, including a working knowledge of word processing, databases, spreadsheets, digital design and social media content creation.
4. Demonstrated initiative and good organisational skills with the ability to work with minimum supervision to meet conflicting timelines.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the department's induction program within three months of commencement
- complete any training specific to this role required by departmental policy
- complete the department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            31 May 2022  
Reference      D22/0431779