



## Administration Officer

Canning College

<b>Position number</b>	00042451
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</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 has been a leader in international education since 1982. Since then, the college has developed specialised education programs and support services designed to meet the unique needs of international students studying university pathway programs. In 2024, domestic student enrolments were reinstated for Years 10, 11 and 12, enabling local students to complete their senior secondary education in an international study environment.

Canning College's priority is to give all students a high-quality education, while also making sure they enjoy a positive student experience. Teachers and support staff are committed to preparing students for their transition to university by improving their academic capabilities and assisting in their personal development. Canning College graduates regularly enter the very best universities in Western Australia and across the country.

The college offers a range of university pathway programs that include:

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

The college operates for 51 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 college's financial, physical and human resources, in particular international student services operations.
- Provide administrative support for international and domestic students, 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 international student medical insurance cover and accommodation.
- Liaise with the Tertiary Institutions Service Centre and the School Curriculum and Standards Authority 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 skills, including the ability to liaise effectively with individuals at all levels and from diverse linguistic and cultural backgrounds.
2. Demonstrated knowledge and experience in clerical and administrative support.
3. Demonstrated well developed 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 competing priorities in a fast-paced business environment.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date 17 April 2024  
Reference D24/0269954