



## Admissions Officer

Canning College

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|------------------------|---|
| <b>Position number</b> | 00032112  |
| <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

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

- Provide administrative support for college staff and students, including the processing of international student enrolment applications.
- Prepare offer letters, fee schedules and acceptance letters to students.
- Manage the student management database, including entering enrolment data, maintaining data integrity and extracting statistical reports and information such as absentee reports.
- Liaise and negotiate with, and provide general support and information to, agents and/or students in relation to enrolment applications, course of study requests, enrolment procedures, initial fees, visa issues, commission eligibility and student welfare matters.
- Provide training and support to other administrative staff as required.
- Represent the college at meetings and on working parties related to international student applications, welfare and agents.
- Contribute to a harmonious and efficient workplace.
- Provide clerical support for special projects and across college teams as business needs arise.

## Selection criteria

1. Demonstrated well-developed communication skills (both verbal and written) and interpersonal skills, including the ability to maintain effective working relationships with both internal and external stakeholders within a culturally diverse environment.
2. Demonstrated knowledge of and experience in administrative and clerical functions.
3. Demonstrated well-developed data entry and computer application skills, including a working knowledge of databases, spreadsheets, word processing and digital design.
4. Demonstrated organisational skills and ability to use initiative and work with minimum supervision to meet conflicting timelines.

## 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 13 September 2024  
Reference D24/0668233