



POSITION DESCRIPTION

Position	Admissions Officer		
Position Number	1694A01	Level/Classification	HEW0506
Reports to	Team Leader, Admissions		
Unit	Student Administration		
Directorate	Student and Library Services		
Positions Supervised	Nil		

Position Purpose

The Admissions Officer is responsible for the assessment and processing of all domestic and international coursework admissions. This includes the assessment of applicant's eligibility against the entry requirements for a course as well as the assessment of recognition of prior learning (RPL). Working closely with the other teams in the Student Administration portfolio and the University, it plays a vital role in ensuring that a seamless and positive experience is always provided to internal and external stakeholders.

About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavor, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative, and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore, and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

About the Work Area

The Student Administration portfolio includes Admissions, Student Progress and Student Fees & Reporting Teams. It is responsible for core student administration functions including admissions, advanced standing, student enrolments, fees, student communications, results, and graduations. Through highly efficient and effective processes, outstanding customer service and placing the student at the center of all our endeavors, the team is responsible for ensuring that a student's administrative journey at Murdoch University is connected, seamless and enjoyable. The team works closely with other areas of the Student and Library Services portfolio and other areas of the University to ensure that all administrative processes support an excellent student experience and are aligned with the University's strategic goals.

Reporting Relationships



Key Responsibilities / Duties

1. Under the direction of Team Leader, Admissions, actively support the Team in the provision of all Admissions related activities:
 - Assess eligibility and process applications for undergraduate and postgraduate, including assessment of recognition for prior learning (RPL).
 - Knowledge and understanding of how to assess applications from international students and tools used e.g. NOOSR, ENIC, Simplified Student Visa Framework (SSVF), Genuine Students (GS) and Genuine Temporary Entrant (GTE) requirements.
 - Maintain an up-to-date working knowledge of key university and external systems that support admissions including Callista, QTISC, PRISMS.
 - Ensure timely processing and compliance with University admission requirements, policies and procedures with high level of attention to detail and accuracy.
 - Represent the University during and outside of business hours at external engagement events with relevant outside agencies and stakeholders such

- as government bodies, TISC, educational agencies and secondary schools/colleges to provide advice on admissions procedures.
2. Work in collaboration and build effective working relationships with both the Academy and Professional Services to support the delivery of University goals and objectives.
 3. Provide expert advice and support to all stakeholders in relation to Admissions, ensuring assessments are in accordance with University Statutes, Regulations, Rules, Policies, Procedures and Guidelines, and relevant Commonwealth and State government legislation.
 4. Work with the Team Leader, Admissions to ensure business processes are designed to support the student experience in an efficient and effective way.
 5. Maintain a culture of exceptional customer service, following the University objective of placing the student at the centre of everything we do.
 6. Carry out and assist with other duties as requested

Selection Criteria

Essential

1. Completion of a degree with subsequent work experience; or an equivalent combination of relevant experience and/or education/training.
2. Sound understanding of current regulatory requirements relating to student administration, combined with experience in ensuring compliance with relevant legislation, professional standards and codes of ethics.
3. Demonstrated ability to deliver outstanding customer service with an ongoing commitment to process improvement.
4. Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines whilst maintaining a high level of attention to detail.
5. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organization and people from diverse cultural backgrounds.
6. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
7. Proven analytical and problem solving skills.
8. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.
9. Working knowledge of Callista or a similar student management system.

Desirable

1. Previous experience in a University environment.

Work Requirements

1. Ability to meet the University processing needs by being available to work over the December – February and June – July peak periods as well as being available to work outside normal hours when required.
2. The occupant of this position will be required to undertake an employee record check in accordance with the University's Employee Record Checking Procedure.

3. Ability to work from home within a space compatible with the University's Health and Safety requirements and sufficiently equipped to perform the duties of this position, including a stable internet connection.

Guiding Principles and Values / Code of Ethics and Code of Conduct

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.