

POSITION DESCRIPTION



Position	Admissions Officer
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 is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

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.
4. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

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

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

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 complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch

University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition..