

Position Title	Admissions Officer
Group/Portfolio	Deputy Vice Chancellor (Education)
Classification	HEW 5
Position Number	00041354
Reports To	Admissions Coordinator
Employment Type	Continuing

1.0 Position Purpose

The Admissions Officer is responsible for the assessment and processing of domestic applications for admission for undergraduate, postgraduate and non-award study and the provision of administrative support relating to admission processes.

2.0 Eligibility Requirements

- Bachelor degree level of education or equivalent indicators of ability and experience.

3.0 Key Responsibilities

- Process applications and offers of admission for incoming domestic applicants (direct undergraduate and postgraduate applications; non-award applications including incoming cross institutional, single unit study, certificate) in accordance with University policies and procedures.
- Process admission applications through QTAC and UAC in accordance with University policies and procedures.
- Process offers of admission for special cohorts and admissions schemes in accordance with University policies and procedures.
- Process internal transfer applications in accordance with University policies and procedures.
- Process the readmission of students excluded on academic grounds in accordance with University policies and procedures.
- Provide reports and statistical information with regard to QTAC, UAC and PeopleSoft to key stakeholders under the delegated authority of the Senior Manager, Domestic Admissions.
- Assist with the preparation and maintenance of materials and information for hardcopy and electronic publication of admission manuals and other admission related publications.
- Respond to admission enquiries and provide information to future students in relation to their admission or alternative pathways into the University including supporting the

Future Student Contacts Centre as directed.

- Participate in student recruitment events, careers fairs and other promotional events for the University as required, contribute to the promotional and careers activities of the University as required.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Maintain and ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).