

Position Title	Admissions Officer
Group/Portfolio	Griffith International
Classification	HEW 5
Position Number	00056753
Reports To	Coordinator, International Admissions
Employment Type	Fixed Term

1.0 Position Purpose

This position is required to assess international student applications and issue offers to study at Griffith University to eligible applicants. Applicants are assessed and offers issued within acceptable timeframes which supports the successful recruitment of international students. This position will work closely with marketing staff, recruitment agents and pathway providers to ensure that a high-quality service is provided.

2.0 Eligibility Requirements

- The occupant of this position will hold a relevant degree and/or substantial administrative experience in international education within the higher education sector, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Be responsible for the end-to-end processes applicable to international student applications such as data capture, application assessment, offer letter generation, acceptance of offer processing, and the matriculation of international students. This includes processing of re-admission, internal transfers, transnational and online degree program applications.
- Conduct Genuine Temporary Entrant (GTE) assessment of prospective international student applications in accordance with the Australian Government's Simplified Student Visa Framework (SSVF) and the University business checklists.
- Manage daily workloads to ensure that international applications and confirmation of enrolments are processed within established turnaround times, by effectively utilising University systems and applying priorities.
- Communicate effectively with internal and external stakeholders in relation to international student applications.
- Provide advice and information to prospective and enrolled students, agents, and academic and professional staff of the University in relation to study options, entry requirements, international application status, deposit fee enquiries, Overseas Student Health Cover (OSHC), and on other matters relating to international student admission policies and procedures.
- Contribute to the continuous improvement of Griffith International customer service systems and relevant policies and procedures through monitoring and provision of

feedback to International Admissions' management.

- Contribute to a collegial and productive environment within the International Admissions team, including providing mentoring and support to new staff.
- Participate in agent visits to Griffith University, international exhibitions, fairs and programs, both domestically and internationally, if 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.
- 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](#).