

<b>Position Title</b>	Admissions Coordinator
<b>Group/Portfolio</b>	Student Engagement and Success, Student Life / DVC Education
<b>Classification</b>	HEW 7
<b>Position Number</b>	00052522
<b>Reports To</b>	Deputy Manager, Domestic Admissions and Scholarships
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Admissions Coordinator is responsible for coordinating the delivery of efficient and effective admission services for postgraduate, undergraduate and non-award admissions. This includes responsibility for the effective conduct of Griffith University's admissions processes via QTAC, UAC, VTAC and the coordination of direct undergraduate and postgraduate admissions; and for the administration of non-award admissions including the Head Start program and for providing support and advice on the University's admission pathways and processes.

The Admissions Coordinator may be required to act as the University's representative to outside bodies including the QCAA, QTAC, VTAC and UAC. The position will also ensure high-level support is provided to staff and will coordinate the development and provision of admission information to students and staff.

## 2.0 Eligibility Requirements

- The occupant of this position will hold a degree or equivalent combination of experience, skills and training.

## 3.0 Key Responsibilities

- Provide a central point of specialist expertise on all aspects related to the administration of undergraduate, postgraduate and non-award admissions, ensuring that the University's admissions strategy supports the strategic objectives of the University.
- Undertake senior application assessment functions in accordance with University policies and strategic directions and procedures including provision of data and high-level reporting for formal reviews, operational needs and time-critical reporting to support operational decision making.
- Plan, organise, and supervise staff to meet operational workloads, processing and load targets and service standards.

- Develop and recommend system and process improvements to support admissions and consult with Digital Solutions regarding the maintenance of system processes and procedures to support approved processes and procedures.
- Contribute to the development of admissions policy and establish and maintain effective procedures that achieve a high-quality admissions service to students and student administration areas within the university.
- Coordinate information relating to admissions to staff and students and assist in the presentation and promotion of admissions and recruitment in consultation with Marketing and Communications and relevant Academic Groups.
- Provide training to University staff on admission policies, procedures and processes and supervise and train TAC assessors responsible for Griffith admission applications.
- Provide advice to the Senior/Deputy Manager, Domestic Admissions and Scholarships on changes to policy and major procedures relating to admission arrangements.
- Liaise with Senior Managers and Academic group staff to ensure application activities are aligned to University policy, procedures and strategic initiatives and support effective management that is both student focused and maximises outcomes.
- Undertake other duties as directed by the Senior/Deputy Manager, Domestic Admissions and Scholarships which are consistent with the position and the needs of the University.
- Lead and promote 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 Others section of our [Capability Development Framework](#).