

Position Description

Position Title	Admissions Officer
Department	Partnerships & Marketing
Reports To	Admissions Manager
Position Status	Full time

Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students’ perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College’s core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be ‘real-life’ and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

Position Overview

The Admissions Officer needs to be a motivated and results driven individual who is able to manage the enrolment process. This is a key role within our organisation, offering the opportunity to take ownership of the student life cycle. From nurturing leads to finalising enrolments and supporting ongoing engagement.

You will play a critical role in driving the growth and expansion of the College by managing leads from multiple marketing channels, fostering relationships with prospective families, and delivering an exceptional onboarding experience.

This role requires strong sales acumen, excellent organisational skills, and the ability to connect with people from diverse backgrounds. You will work closely with a collaborative team, including the Admissions Manager, Marketing Manager, and Assistant Principal ensuring the highest level of service delivery.

Key Responsibilities

Accountabilities	Overview
<p>Student Admission Life Cycle</p>	<ul style="list-style-type: none"> • Assist with the development of an annual timeline detailing all information, interview and induction sessions • Engage and Nurture Leads: Proactively follow up with prospective students and families through discovery calls and email communications, ensuring timely conversions. • Lead the Enrolment Process: Manage the customer journey from the initial enquiry stage to student enrolment, including organising enrolment documentation and finalising enrolment details. • Optimise Enrolment Opportunities: Monitor and maintain class allocations, manage student groupings, and report enrolment progress to senior leadership. • Deliver Excellence: Uphold high standards of service and communication to ensure strong relationships with students, parents, and stakeholders. • Assist with the organisation and attend SEDA College events including Information Sessions, Open Days, Career Expos, Inductions, Graduation and Interviews (this may include some work outside of normal business hours)

Accountabilities	Overview
	<ul style="list-style-type: none"> • Ensure all relevant staff receive required information prior to conducting student interview sessions • Ensure the student interview process is conducted in a professional manner and all students and parents receive quality, ongoing communication • Process the outcome of student interviews, including sending correspondence regarding enrolment status and online admission forms • Assist with the ongoing coordination of student class lists • Maintain specific induction information packs for new students • Assist in the production of reports to enable the Admissions Manager to provide accurate information on the student admissions life cycle • Work with relevant staff to ensure enrolment tasks and objectives are met
Student Records	<ul style="list-style-type: none"> • Ensure that information in the online enrolment system (EnrolHQ) is accurate • Ensure that information in the student administration system (VETtrak) is up to date and aligned with the enrolment records
General Administration	<ul style="list-style-type: none"> • Providing information regarding students for relevant departments across the organisation • General marketing assistance as required • Follow up required documentation that is linked to the admissions process • Perform reception duties when required
Teamwork	<ul style="list-style-type: none"> • Work as an effective team member working collaboratively whilst generating ideas and demonstrating communication within the Business Services team and with other colleagues
Associated Duties	<ul style="list-style-type: none"> • Undertake other duties which are appropriate to the level of the position, as directed by the Admissions Manager. • Activities as per annual Performance Development and Review plan • Act in accordance with SEDA College’s values and policies and procedures including all Child Safety and Mandatory reporting requirements • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety • Maintain a valid Working With Children check
Key Selection Criteria	
Skills and Experience	

- Demonstrated experience providing effective administrative support within a fast-paced environment and the ability to organise and prioritise tasks effectively.
- Experience in a customer/client service environment with the ability to implement high-level customer service principles and practices.
- Proven ability to use initiative and work autonomously as well as the ability to work productively as part of a team
- Experience establishing and maintaining professional relationships with key stakeholders both internal and external to an organisation
- High level oral, written, and interpersonal communication skills and demonstrated ability to effectively negotiate, collaborate and communicate with a range of audiences and stakeholders both internal and external to an organisation
- Experience working with Education Management Systems, ideally Synergetic, VASS and EnrolHQ systems

Qualifications

- Qualifications in a relevant discipline are preferred but not essential
- A high level of understanding of Microsoft Office products is desired
- A valid Working with Children Check is required for this position

Other Position Related Requirements

- A six-month probation period applies to full and part time positions of more than 6 months.

The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....