



# MacKillop College Enrolment Officer & International Programs Administrator

## About MacKillop College

We are a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is a college in the Josephite tradition, inspired by the spirit of St Mary of the Cross MacKillop; we invite passionate engagement in lifelong and authentic learning, respect diversity and support every person in the pursuit of excellence.

MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs that are respectful and responsive to the individual needs of approximately 1,730 students from Years 7-12.

## About the Role

We invite applications from experienced administrators to be an integral part of our College administration team supporting staff, students and families.

Working closely with the College Registrar as an Enrolment Officer, you will support prospective students and families from a range of different backgrounds to navigate the application for enrolment process and assist with their transition into the College community. The role requires a skilled communicator who can clearly convey information about the College, assist with the presentation and dissemination of College information, participate in events such as open days, and provide timely and comprehensive responses to queries.

As the administrator for our International Programs, you will support the planning and logistics for our staff and students travelling overseas as part of their learning experiences. As a trusted liaison, you will work closely with our visiting international students and host families to ensure a well-planned and seamless experience, with offering support as needed.

The successful person will be a highly organised, collaborative and possess advanced computer skills. They will also need to be available to participate and coordinate some College activities which occur outside of school hours throughout the year.

**This is a permanent, Full-time role.**

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### Our ideal Candidate will have

- a commitment to the mission and ethos of a Catholic school
- supportive and empathetic communication
- an appreciation of the needs of students travelling internationally
- a friendly and welcoming disposition, with a desire to engage with students and families from a variety of backgrounds
- a solutions-focused approach towards logistics and planning
- advanced administration skills with great attention to detail

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### Benefits

- our welcoming culture based on Gospel Values and pastoral approach
- our commitment to staff wellbeing programs with an emphasis on emotional support, counselling and debriefing
- approachable and accessible Learning Leaders and College Leadership Team
- sponsored/subsidised learning for completion of higher education qualifications
- professional collaboration and support, including access to a team of dedicated instructional coaches and mentors
- future career opportunities with our new K-12 campus opening in Wyndham Vale in 2027.
- free onsite parking and gym
- discounted College fees



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## Application

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To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- MacKillop College application for employment form
- a current Curriculum Vitae
- a covering letter, outlining your suitability for the position

Completed applications can be emailed to [employment@mackillop.vic.edu.au](mailto:employment@mackillop.vic.edu.au)

Applications will close **23 May 2025**.

**Further information:** Please contact Michael Trainor, Director People & Culture on 0439 560 092.

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*MacKillop College promotes the safety, wellbeing, and inclusion of all students*

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