



MacKillop College

Enrolment Officer & International Programs Administrator

Position Description

Classification (CEMEA 2022)	Education Support Level 3 (Category A)
Position reports to	College Registrar and International Programs Coordinator

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

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.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willing to Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Administration

- Support the International Programs Coordinator
 - Support the College Registrar
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Enrolment Officer

- administer the College enrolment policy in consultation with the College Registrar
 - supporting the recruitment of (full fee-paying) students from overseas through registered agents
 - coordinating host families and facilitating their training in relation to welfare and child protection
 - supporting students and families to obtain College uniforms
 - maintain College waiting lists for student enrolments
 - create and maintain student files
 - verify, enter and maintain enrolment/student data in College systems
 - archive student data in accordance with College procedures
 - receipting and recording acceptance of places
 - respond to enrolment enquiries
 - coordinate enrolment interviews
 - meeting prospective families and students and conducting College tours
 - providing information relating to new students and families and engaging the Year Level Leaders
 - maintaining records of student exits
 - communicate with Year Level Leaders regarding any issues with exit forms
 - preparing and maintaining enrolment profiles
 - maintaining and updating the status of current students, i.e. change of address, phone numbers etc. in Synergetic
 - assist with orientation of new students as required
 - support the planning and implementation of College open days and enrolment/information events
 - provide information and correspondence for prospective students and families
 - support the development and maintenance of enrolment policy and procedural documentation
 - in conjunction with finance department, liaise with students and families regarding fees and accounts
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International Programs Coordinator

- support the development and implementation of an engaging and supportive International Program for students
 - support the promotion and marketing of the international student program in consultation with the College Registrar and Manager Marketing, Communications and Events Manager
 - coordinate and support the recruitment and induction of host families for international students attending MacKillop and MacKillop students travelling internationally
 - ensure that host families have been thoroughly reference checks and have a current working with children's check (VIC)
 - facilitate short-term student study programs
 - administer policies and procedures for verifying student's accommodation is appropriate to the student's age and needs
 - in consultation with the Principal and International Programs Coordinator, foster the relationships with our international sister schools
 - coordinate, organise and support the logistics associated with international travel for MacKillop students, including, but not limited to:
 - planning and promoting information evenings for students, staff and families
 - creating information booklets and promotional material
 - liaising with international schools
 - liaising with international agents
 - planning itineraries for travel and activities
 - planning and confirming accommodation as required
 - communicating with travel agents and guides
 - collating student travel documents including all relevant participation consent
 - collating all student medical information
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- coordinate, organise and support the logistics associated with international students attending MacKillop College including, but not limited to:
 - recruiting host families
 - arranging College orientation, activities and excursions for international students
 - coordinate welcome and farewell events for students and families
 - regularly check in with international students to support their wellbeing
 - regularly check in with host families
 - support the coordination of meeting Education Services for Overseas Students (ESOS) requirements for the enrolment of international students
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Communication

- be a key point of contact for the College
 - respond to incoming queries, phone calls, emails and correspondence in a timely manner
 - provide meaningful and regular updates to the International Programs Coordinator regarding any changes, updates with the international program and logistics
 - liaise with parents, students, host families and international contacts in a professional
 - liaise with external providers and contractors as required
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Professional Development

- maintain current accreditation to provide First Aid, CPR, and complete asthma and anaphylaxis training
 - maintaining knowledge and training in:
 - emergency and critical incident responses
 - the ESOS Act, the National Code of Practice 2018 and
 - the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years
 - support a performance and development culture
 - complete annual Child Protection and Mandatory Reporting training
 - maintain required ICT skills for learning and teaching
 - contribute and participate in the annual review meeting process as required
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General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
 - act as a role model for students
 - actively contribute to the achievement of the School Improvement Plan
 - stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
 - abide by all College policies and procedures
 - work collaboratively and build effective working relationships
 - ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
 - model a professional approach for all staff and students, including conduct, language and professional dress
 - attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
 - observe the strictest confidentiality for all sensitive and private information
 - participate in duty supervision as rostered, and other supervision duties as required
 - actively contribute to the care of all College facilities, grounds, equipment and resources
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Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with WHS requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Administration	<ul style="list-style-type: none">• excellent word processing and skills using Microsoft suite• excellent data entry skills• ability to learn and use software applications relevant to the role
Emotional intelligence	<ul style="list-style-type: none">• a demonstrated understanding of social and emotional issues connected to student life
Communication	<ul style="list-style-type: none">• excellent written and oral communication skills, including ability to communicate with students, families and the school community• excellent interpersonal and communication skills
Organisation	<ul style="list-style-type: none">• ability to manage tasks with minimal supervision• capacity to work to timelines• demonstrated organisational skills including strong attention to detail• proven time-management skills• exhibited self-motivation• problem solving skills• demonstrate flexibility and adaptability to tasks
Approachable	<ul style="list-style-type: none">• demonstrate a welcoming and calm disposition• demonstrate flexibility and adaptability to tasks• well manner and courteous
Teamwork	<ul style="list-style-type: none">• ability to work as part of a team• ability to collaborate with other staff to develop• ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	<ul style="list-style-type: none">• a demonstrated commitment to working in a Catholic Education environment• demonstrated pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- relevant qualifications or significant experience in an administrative role
- high level computer skills
- high level commitment to timely and supportive service
- excellent interpersonal skills
- ability to prioritise and complete tasks according to timelines
- adaptability and flexibility
- a commitment to teaching in a Catholic school environment

Desirable

- experience in a comparable role in either a secondary college/school
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Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____