



Position Description

Position title:	Admissions Officer
Reports to:	Head of College
Key relationships:	College Staff, Students, Parents and Outreach Stakeholders
Hours/FTE:	Full time / 1.0 FTE

THE ROLE

The Admissions Officer is responsible for the implementation and execution of the entire admissions lifecycle, from student recruitment to application submission through to final offer, enrolment and commencement at College, including all aspects of marketing of the College for student recruitment.

The goal is to attract the best undergraduate and postgraduate students from diverse backgrounds from across Australia and the world, and to ensure the College consistently meets its recruitment targets.

This will involve building and maintaining effective relationships with prospective students and their parents, as well as other stakeholders, such as key sending schools and partner university admissions and accommodation services. The Admissions Officer is responsible for supervising the Student Outreach Officer and Film Maker, which are student leadership positions.

THE COLLEGE

St Mark's College is a vibrant, values-based residential academic community for students at the University of Adelaide, the University of South Australia, and Flinders University. The College provides academic and wellbeing support to its resident students, as well as rich opportunities for engagement in extra-curricular activities which help to develop leadership, teamwork, and lifelong friendships.

Founded in 1925, and the oldest of the residential colleges in Adelaide, St Mark's has both a rich history and a forward-looking outlook. In 2025, it will celebrate its Centenary.

With its combination of heritage-listed buildings and modern facilities set amid beautiful gardens, and with its own Academic Centre, tennis courts, gym, music room, and Chapel, it is a superb place in which to live, learn, and thrive. It is conveniently located a short walk from the main University of Adelaide and University of South Australia campuses, and close to the cafes, restaurants, and parklands of North Adelaide.

The College accommodates up to 245 students, many of whom are from rural and interstate backgrounds. A number of its key members of staff also live on site.

St Mark's aspires to offer its students the best university educational experience possible, grounded in the pursuit of academic excellence, collegiality, and service. As the College moves into its second century, it has developed a new, living strategy to meet the evolving needs of its community.

More information about St Mark's College can be found here: www.stmarkscollege.com.au
The College's strategic plan is at www.stmarkscollege.com.au/towardsoursecondcentury/

DUTIES AND RESPONSIBILITIES OF THE ADMISSIONS OFFICER

Admissions

- Manage all aspects of the admissions lifecycle, including the implementation and execution of administrative processes from application through to final offer, enrolment, and commencement at the College.
- Efficient and accurate administration of the student database as relates to applications and admissions.
- Respond efficiently to enquiries for new admissions, ensuring that all contacts with the College that could result in an admission are followed up appropriately.
- Process all admission inquiries including data entry into the Student Management System (StarRez).
- Manage applications and wait-lists, monitoring progress of applications and reporting statistics regularly to the Head of College.
- Arrange (and in some cases undertake) student interviews and appropriate correspondence relating to their application.
- Manage any mid-year arrivals and any withdrawals during the year, and communicate details to relevant staff throughout the academic year.
- Manage and update the application portal and reference templates as required.
- With the Head of College and Business Manager, coordinate the annual update of student residential contracts.
- Undertake administration as requested relating to scholarship awards.
- Assist in keeping accurate Alumni records on the StarRez database.
- Assist in welcoming new students to the College.
- Other duties as requested.

Student Recruitment Marketing and Communications

- Manage the development and implementation of a student recruitment strategy and plan to attract the best undergraduate and postgraduate students from diverse backgrounds,

including international students and Indigenous students, giving attention to priorities identified in the Strategic Plan.

- Engage current students to actively assist with promoting the College.
- Engage and form relationships with key target audiences, such as high school students, parents, school career advisors, boarding house staff, and partner university accommodation and recruitment services.
- Develop and implement marketing, social, and digital media communications strategies directed to prospective students and parents, including up-to-date social media posts, creating and coordinating content and images, and targeting key dates, such as the College's annual Open Days in mid-August.
- Preparation and revision of the student prospectus and other information packs for potential students.
- Manage College banners, flyers, and merchandise for admissions marketing purposes.
- Co-ordinate and attend school visits, career expos and field days, including in metropolitan and regional South Australia and interstate.
- Build key relationships with South Australia's universities to promote St Mark's College.
- Manage and coordinate College Open Days.
- Organise and undertake tours for prospective students.
- Analyse application, admission, and marketing activities to inform strategic development and further operational improvements.
- Supervise the Student Outreach Officer, who assists with marketing and recruitment.
- Other duties as requested.

KEY WORKING RELATIONSHIPS

- Works closely with and reports to the Head of College.
- Works with the Office Administrator, particularly on matters relating to the smooth and effective administration of the admissions process and student services administration.
- Works with the Executive Officer & Events Manager in relation to the management of the College's website and social media.
- Works with the Dean, Director of Wellbeing and Director of Learning, who typically conduct admissions interviews.
- Works with other staff colleagues, including Research and Scholarships, Finance Officer, and Adviser and Special Projects.
- Supervises the Student Outreach Officer.

SELECTION CRITERIA

Knowledge, Skills and Experience

- Experience in a similar admissions role (highly desirable).
- A relevant degree (highly desirable).

- Enthusiasm and ability to promote the College to prospective students.
- Demonstrated admissions/enrolments database administration and portal administration experience.
- Strong analytical capacity, including the ability to collect and analyse data, run database reports, and develop operational plans based on that analysis.
- Strong and efficient administrative skills, with the ability to achieve excellent outcomes.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels.
- A solution-orientated person, with an ability and a desire to identify and bring about significant improvement and streamlining of processes, systems and record keeping.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
- A capacity to write in clear and engaging English, including in social media posts and student recruitment marketing materials.
- Demonstrated high-level computer skills and literacy, with skills in MS Office/Word/Excel, electronic diary applications, social media, and use of StarRez database or similar highly desirable.
- Excellent management of electronic and hard copy files.
- Knowledge of the Australian university sector and residential college systems is highly desirable.
- The candidate must hold a current, unrestricted driver's licence and be willing to undertake regional visits by car.

Personal Characteristics

- Demonstrates a passion and commitment to the vision and values of St Mark's College.
- Well presented with a professional, positive, warm, and welcoming disposition.
- Demonstrates a high level of confidentiality, discretion, and integrity.
- Demonstrates a commitment to cultural diversity.
- Displays empathy, enthusiasm, commitment, and motivation to actively contribute.
- Possesses a strong work ethic.
- Exercises concern for quality in work reflected in accuracy and attention to detail.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Is flexible and has an ability to adapt and operate effectively in a sometimes challenging and changing environment.
- Shows a strong commitment to deliver exceptional service.

TERMS AND CONDITIONS

This is an ongoing position, with an initial probationary period of three months.

To enable the key responsibilities of the role to be met in a timely manner, the position is full-time.

This role involves significant travel during peak recruitment times (May – September), including to regional South Australia and interstate, and occasional travel outside these times. The candidate must hold a current, unrestricted driver's licence and be willing to undertake regional travel by car. Costs associated with travel are met by the College.

A degree of flexibility in terms of days and hours worked is offered in consideration of the nature and responsibilities of the position, which involves weekend and after hours work during peak recruitment times (for example, when attending career expos and field days with weekend components).

Remuneration and other terms

The remuneration package comprises:

- An attractive salary, depending on qualifications and experience.
- Meals in the Dining Hall when the College kitchen is open, onsite carparking, and use of other College facilities (e.g., gym)
- Superannuation paid at the legislated rate (currently 10.5%).

There are four weeks of paid leave per annum, to be taken in agreement with the Head of College, in addition to the usual public holidays.

APPLICATION PROCESS

Candidates should send (i) a curriculum vitae, (ii) a letter of application explaining (with reference to the selection criteria) how their previous experience, qualifications and skills fit them for this position, and (iii) the names and contact details of three referees.

Applications should be made online via Seek or emailed to Ms Carol Atkinson at carol.atkinson@stmarkscollege.com.au.

Closing date for applications: Noon, Thursday 8 June 2023.

For further information, please contact Ms Carol Atkinson at (08) 8334 5600.