POSITION DESCRIPTION

POSITION: International Registrar

FRACTION: 0.8 FTE
DEPARTMENT: International Students
LOCATION: Research
REPORTS TO: Director International Students
AWARD: ELTHAM College of Education Certified Agreement 2009

POSITION OBJECTIVE

The International Registrar manages the enrolment process for exchange and international students at all entry levels to ensure that the enrolment of students of both genders from all social, racial and religious backgrounds is conducted with care and empathy and within an acceptable timeframe.

The International Registrar has direct contact with the general public, staff and international students and maintains contact with a network of education organisations, agents and government bodies.

The International Registrar understands and complies with the College’s strategic intent and with the goal/s and key activity/activities as articulated for this position’s team or area of work.

POSITION SUMMARY

- Manage the enrolment process for international students.
- Liaise with/PR duties with international agents
- Engage key stakeholders re changes to student enrolment & entry processes
- Respond to International enrolment queries
- Manage agent contractual arrangements & administration (payments, queries, interview scheduling)
- Maintain CRICOS codes and related policy
- Represent ELTHAM College at professional forums (eg. Vision, IDP, AEI) and exhibitions
- Responsible for records management in accordance with registration and to ensure compliance.
- Provide accurate enrolment documentation and records.
- Contribute to the development of marketing materials (e.g. homestay & orientation booklets)
- Co-ordinate reporting to Department of Immigration and Citizenship (DIAC) via PRISMS.
• Promotion and coordination of incoming International School Tours
• Coordination of onshore and offshore entrance testing
• Work with the Director of International Students to develop and maintain reciprocal exchange programs with sister schools

DUTIES

The International Registrar manages the enrolment process for international and exchange students, liaising with the Director, International Students, the Homestay Officer, international student agents, government departments and education organisations to ensure that students are placed to their best advantage. The International Registrar ensures that international student documentation and processes are compliant with the legislative requirements of the ESOS Act (National Code) and DIAC visa requirements as they occur.

Process followed:
• Sends international student information packs when required.
• Enters application details on Synergetic
  o Submits school reports and English testing results to Director, International Students for a decision on level of offer
• Prepares letter of offer for principal course.
  o Follows-up if no reply or notification of Pre-Visa Application received
  o Completes documentation on acceptance of the offer of a place
    ▪ Follows-up if documentation incomplete
  o Issues COE and CAAW on receipt of payment
• Finalises student file, Synergetic data and Transaction Report

Student care
• Supports the Director, International Students in the care of students.
  o Organises and attends meetings overseas with parents of current students
  o Reports on status of international students through ‘PRISMS’ for variations to COE, visa or non-compliance issues
  o Helps students understand visa requirements when required
  o Working with the Director of International Students ensuring high levels of pastoral care/well-being.

International Student Agents
• Liaises with agents locally and overseas.
  o Initiates and attends meetings with agents.
• Organises and attends exhibitions overseas
  o Organises display materials and layout
  o Organises printed promotional material
    ▪ Organises shipment overseas
  o Reconciles accounts
• Prepares documentation for agents’ agreements
• Maintains a register of agents.
• Sends promotional information to agents.

Enrolment of exchange students
• Liaises with Principal to ensure documentation is correct
• Enters student on Quad data base.

Re-endorsement to take full-fee paying students (Schools Sector)
• Co-ordinates the process and documents for the re-endorsement application triennially.

WORKPLACE RELATIONSHIPS

• Principal
• Business Director
• Director International Students
• Homestay Officer
• International Mentor
• Teaching staff
• Agents

ATTRIBUTES AND KNOWLEDGE

• Interest in International Education
• Solid knowledge of legislation (ESOS Act) and its application
• Detail focused
• High level of computer literacy

EXPERIENCE

• Previous experience in managing a compliance program

TYPE OF INDUSTRY

• Experience in an education setting with international students is highly desirable.

Applications:

Intending applicants are invited to submit their curriculum vitae and the names of three referees by Monday, 10 March 2014 to:

Mr Mike Brennin
Vice Principal
ELTHAM College
PO Box 40
ELTHAM VIC 3095

or email: jwallace@elthamcollege.vic.edu.au