Assistant Manager, Student Administration.

Student Administration & Fees Office
Fremantle Campus

Candidate information pack
notredame.edu.au
ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

The Objects of the University are:

a) the provision of university education, within a context of Catholic faith and values; and

b) the provision of an excellent standard of—
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment
POSITION DETAILS

Position title  Assistant Manager, Student Administration.
School/Office  Student Administration and Fees Office
Location  Fremantle Campus
Employment type  Full-time, Continuing
Remuneration  $99,822 pa (Level 7), inclusive of $87,168 salary pa, 13% superannuation and 17.5% annual leave loading
Closing date  3 February 2020

About the role
This position is responsible for managing the staff and day-to-day operations related to the delivery of key functions within Student Administration, such as enrolments, examinations, academic and student records, graduation, and award ceremonies.

Enquiries about the role
For further information about the role, please contact Marelize Ellis, Campus Registrar on 08 9433 0521 or marelize.ellis@nd.edu.au

How to apply
Submit your application to Seek

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how to prepare your application visit notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.
DUTY STATEMENT
The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Campus Registrar.

The duties of the position include, but are not limited to:

1. Managing the operational activities of the Student Administration functions;

2. Applying University Regulations and associated policy in the area of responsibility, and providing advice to stakeholders;

3. Ensuring that processes and systems meet the service expectations and strategic goals of Student Administration;

4. Providing training and direction to the staff pertaining to all the daily functions of Student Administration;

5. Ensuring the integrity, accuracy, and security of all academic records of current and former students in compliance with University regulations and policies;

6. Overseeing the administration and organisation of graduation ceremonies and examinations;

7. Providing advice on the implementation of policies and procedures for the delivery of quality student administration and academic support services;

8. Ensuring international student visa compliance;

9. Providing training to School staff on PeopleSoft, Campus Solutions; and

10. Other duties as directed by the Campus Registrar.

ORGANISATIONAL CHART
SELECTION CRITERIA

Essential

1. Supportive of the Objects of Notre Dame as a Catholic University.

Qualifications and Experience:

2. A Bachelor degree, or an equivalent combination of extensive relevant experience and education.

3. Demonstrated experience in a tertiary education institution.

Knowledge, Skills and Abilities:

4. Demonstrated ability to lead and develop effective teams.

5. Ability to focus on all aspects of customer service to achieve quality outcomes for all parties involved.

6. Well-developed analytical and problem solving skills, with the ability to apply them to projects and issues in the workplace.

7. Demonstrated experience in the implementation and review of policies, procedures and processes.

8. Ability to apply knowledge of the Higher Education Support Act and ESOS Act to relevant functions.

9. Demonstrated high level of computer, systems and program literacy.