

Academic Officer Positions King's Own Institute

- Full time Academic Officer positions available
- Sydney CBD
- Strong international engagement
- Competitive salaries will be negotiated with successful applicants commensurate with experience

The Australian Institute of Business and Management Pty Ltd trading as King's Own Institute (KOI) is a well-established Higher Education Provider.

KOI offers highly respected undergraduate and postgraduate courses in Accounting, Management, Finance, TESOL and IT programs, very conveniently located in Sydney's Central Business District. The programs are all led by experienced practitioners from education and business, with outstanding support provided for students.

We are seeking experienced academic administrators for the position of Academic Officer. You will report to the Academic Manager and the Academic Coordinator.

The Academic Officers will be expected to undertake academic administrative duties and assist academic teaching staff in order to maintain the effective running of KOI's academic department and ensure students receive the best quality education.

The successful candidates will bring a commitment to quality and professionalism. You will have strong written and verbal communication skills, effective interpersonal skills, demonstrate attention to detail, be organised, work effectively under pressure and have a passion to operate as members of a collaborative team in a highly dynamic environment.

Key responsibilities include:

- Organise and support the running of mid trimester and final examinations.
- Assist with trimester student enrolment and academic administration.
- Review and manage misconduct cases.
- Assist with student enquiries as well as enquiries from the academic cohort.
- Assist with the recruitment and training of casual staff for academic processes.
- Maintain student records in the data base and in student files.
- Assist Student Services in reviewing student performance and engagement.
- Assist Heads of Programs in course management.
- Report student issues to Academic Manager and Academic Coordinator.
- Provide support to the Academic Manager and Academic Coordinator to ensure best practices and effective operation of the Academic department.

To be considered for this role, you will hold a relevant undergraduate degree and have a minimum of one year experience in a similar administrative position. Experience working with international students, knowledge of the higher education framework and the ability to compile and analyse data are desirable.

Our organisation values cultural and social diversity and is passionate about providing the highest level of education opportunities to students. A second language is highly desirable but not essential.

If you meet the essential criteria then this might be the role for you.

The positions are open for current academic staff to apply.

Application

Please email your CV and covering letter to jobs@koi.edu.au no later than close of business on Tuesday the 18th of September 2018. Your cover letter should highlight the extent which your skills / experience meet the requirements of the role and your motivation behind applying. All successful applicants will be contacted within two weeks of the closing date.

Agencies please do not reply.