

Admissions Officer

Permanent Full Time Position

King's Own Institute is a well-established higher education provider of educational services and products to the International Education sector with students from over 65 countries.

The role

We are currently seeking an Admissions Officer with experience in cross-cultural relationships to join our growing team. This position will be responsible in managing enquiries and assessing applications for prospective students (both domestic and international), providing support to the Admissions Managers with creating enrolment plans, enhancing KOI's reputation and increasing student numbers.

You will be working as part of a team providing high quality, client focused, professional and efficient services to support admissions process at KOI.

You will be responsible for:

- Responding to all admissions enquiries from potential students and agents.
- Providing guidance to students on college admissions criteria, policies, documents and application processes.
- Providing support to the Admissions Manager to ensure the college admissions department runs efficiently and in accordance with best practice
- Coordinating and managing student files, offer letters and CoE for each trimester.
- Handling internal and external admissions enquiries and requests
- Managing the enrolment (CoE) for international students in the PRISMS.

The successful candidate will have:

- A completed or in progress diploma or undergraduate degree in a relevant field (e.g. Business, Management or Administration)
- A minimum of 3 years' experience in a similar position
- Experience working at a higher and/or tertiary education provider is desired, but not essential
- Advanced computer skills in Word, Excel, e-mail, database management and proficient typing abilities.

Application

Please email your CV and covering letter to human.resources@koi.edu.au no later than close of business on 30 November 2021. Your cover letter should highlight the extent which your skills / experience meets the requirements of the role and your motivation behind applying. All successful applicants will be contacted within two weeks of the closing date.

For further information and/or a position description please contact Jodi Fisher on (02) [9283 3583](tel:92833583) (ext:1609)

Please note:

- Only shortlisted candidates will be notified of the outcome of their applications
- We are only able to consider applicants with the right to live and work in Australia