



Admissions Officer

King's Own Institute (KOI) is a leading private institution of higher education located in central Sydney and Newcastle, Australia, offering high quality accredited diploma, undergraduate and postgraduate courses in Accounting, Business, Management, Information Technology (IT) and postgraduate courses in TESOL (Teaching English to Speakers of Other Languages).

Purpose

To manage enquiries and assess applications of prospective students (international and domestic); to support the Admissions Manager & Admissions System Manager with department enrolment plans; to enhance KOI's reputation and increase student numbers.

To work as part of a team providing high quality, client-focused, professional, and efficient services to support admissions processes at KOI.

Responsibilities

- Assess and process applications and issue offer letters for prospective students (domestic and international) in accordance with the KOI admissions criteria.
- Process application requests for current students regarding change of courses within KOI, transfer between providers, cancellations, withdrawals, credit assessment, extensions, re-enrolments and deferments.
- Assess applications against KOI admission requirements and, where applicable, Genuine Student (GS) requirements and other legislative and regulatory obligations.
- Respond to all admissions enquiries from potential students, agents, including guidance regarding college admissions criteria, policies, documents and application process.
- Maintain accurate student admissions records, including Confirmation of Enrolment (CoE) information, offers, enrolment status and student data within KOI's student management systems.
- Maintain and update student records in SIMS, create student files and archive completed/withdrawn student files.
- Follow-up outstanding applications, offer letters and pending admission documents.
- Support the Admissions Manager in implementing best practice admissions processes, continuous improvement initiatives and operational efficiency within the Admissions Department.
- Maintain knowledge of relevant legislative and regulatory requirements affecting admissions, including TEQSA requirements, the Higher Education Standards Framework (Threshold Standards) 2021, the ESOS Act 2000 and the National Code 2018, and participate in professional development to support ongoing compliance and continuous improvement.
- Coordinate and manage student files, offer letters and CoE for each trimester.
- Manage student enrolments and undertake quality assurance checks of admissions records and enrolment data each trimester. Assist with admission calendar events and activities designed for student enrolments.



- Ensure admissions decisions comply with the Higher Education Standards Framework (Threshold Standards) 2021, the ESOS Act 2000, the National Code 2018, institutional policies, delegated authorities and applicable legislative requirements.

Essential

- A minimum of two (2) years' experience in a similar position at other higher education and/or tertiary education providers
- Experience working with international students
- Minimum of 1-year student admissions experience either within an education provider or relevant field
- Knowledge of Department of Home Affairs (DHA), DIBP (Department of Immigration and Border Protection) regulations (in relation to visas) & ESOS regulations relating to higher education industry/providers

Candidate MUST:

- Reside in Sydney, NSW
- Have unrestricted working rights

If this sounds like you and you are ready to take your career to the next level, please send through your CV and cover letter to our HR Department human.resources@koi.edu.au

Only shortlisted candidates will be contacted.