



MELBOURNE
INSTITUTE OF TECHNOLOGY

Admissions Officer (AO) - Full Time Position

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with a network of campuses in Melbourne and Sydney. We provide Business, Accounting, IT, Engineering and Networking programs at Diploma, Bachelor and Master Level to Australian and International students.

With a commitment to provide high quality educational programs with professional career outcomes and a strong and diverse group of learners and teachers, MIT offers an excellent opportunity for an effective administrator to grow and excel in the role of Admissions Officer. The AO is responsible for administering electronic Confirmation of Enrolments (eCoEs) for students studying at MIT Melbourne and Sydney campus. This includes, issuing CoEs, corresponding with students and agents in relation to CoEs, offers, enrolments and deferrals, monitoring visa rejections via PRISMS and reporting variations in enrolments.

The AO works individually and under the direct supervision of the Associate Director Marketing & Admissions but has the autonomy in prioritising and completing tasks. This involves working co-operatively in a team environment, as well as professionally.

Training and Qualifications

Tertiary qualification with relevant work experience; or an equivalent combination of relevant experience and education/training. **An IT qualification is an added advantage.**

Selection Criteria

- Demonstrated willingness to enthusiastically commit to the vision, mission, values and goals of MIT (Refer to the PD).
- Familiarity with the ESOS Act 2000 and National Code 2007.
- Ability to develop a good rapport with diverse client groups in an educational community.
- Demonstrated ability to communicate effectively with people at all levels both verbally and in writing.
- Ability to interact effectively and work productively, cooperatively and collaboratively within a team environment.
- Advanced skills in database, word-processing and spreadsheet applications as well as email and the internet.
- A proven high level of organisational skills, including the ability to work in a diverse and complex environment to work with limited supervision.

Applicants must access the position description @ <http://www.mit.edu.au/about-us/jobs-mit> and address the selection criteria.

For further information, please contact the Associate Director Admissions & Marketing +61 3 8600 6700.

Written applications to: HRM, level M/288 La Trobe Street, Melbourne, Vic 3000, and Australia. Applications will also be accepted via email at hrm@mit.edu.au

Closing Date: Sunday 17th September 2017