

Position: Academic Services & Administration Manager

Location: Melbourne Campus

Employment type: Full-time, on-site

Award: Educational Services (Post-Secondary Education) Award 2020

Melbourne Institute of Technology (MIT) is a leading Private institute of Higher Education with campuses in Melbourne and Sydney. We provide IT, Networking, Data Analytics, Business, Accounting and Engineering (Telecommunications) programs, at Bachelor and Master degree levels, to Australian and International students. MIT has a NEAS-accredited English Language Centre that offers a range of English language courses to help students improve their English skills and prepare them further study in Australia.

The Role:

As the Manager of Academic Services and Administration (MASA) at MIT, you will be at the forefront of managing the administration of our Academic Services. This pivotal role involves delivering operational excellence, formulating and implementing academic policies and procedures, and ensuring the highest standards of academic student administration and services. Your leadership will be instrumental in maintaining MIT's reputation for excellence and supporting our vision of becoming a leading industry-engaged, employment-focused higher education provider.

Key Responsibilities:

1. **Administrative Leadership and Coordination** - Oversee and facilitate academic administration activities such as credit transfers, policy compliance, staff qualifications, and sessional contracts ensuring operational efficiency and adherence to MIT's standards.
2. **Team Leadership and Development** - Motivate and develop the academic administrative team across in Melbourne campus, fostering skills growth and ensuring high-performance standards. *Three (3) direct reports.*
3. **Policy Compliance and Management** - Ensure strict compliance with MIT and FedUni policies and procedures in all aspects of student academic services.
4. **Service Quality and Academic Support** - Lead academic staff orientation and management of student academic services functions and events.
5. **Examination Management and Coordination** - Oversee the scheduling and administration of exams, ensuring smooth operations and adherence to academic integrity standards.
6. **Liaison with Course Coordinators and Academic Bodies** - Act as the primary point of contact between academic administration and course coordinators, facilitating effective communication and coordination of academic services.
7. **Secretarial Support to the Executive Dean** - Provide responsive and accurate secretarial support, including timely organisation of Teaching & Learning meetings and precise completion of meeting minutes and notes.
8. **Higher Degree by Research (HDR) Program Administration** - Manage and support the administration of HDR programs, coordinating with supervisors and students, and ensuring compliance with relevant policies.

Qualifications, Skills and Competencies:

- A Bachelor's degree in Education, Business Administration, or a related field. A postgraduate qualification in Education Administration, Management, or Librarianship is highly desirable.
- Excellent verbal and written communication skills, crucial for liaising with various stakeholders like course coordinators, academic bodies, and students.
- Proven ability to lead and manage a team, with experience in motivating and developing staff in an academic setting.
- Strong organisational and administrative skills, including experience in managing administrative systems and procedures in an educational environment.
- Ability to analyse data and reports, with a focus on using insights for continuous improvement of academic services.
- Knowledge of and experience in ensuring compliance with educational policies and standards, both internal and external (regulatory bodies).
- Familiarity with academic management software and systems, as well as general IT proficiency, including Microsoft suite.

Position Description can be downloaded at MIT careers: <https://www.mit.edu.au/about-us/jobs-mit>

More information:

Kevin Procter - People & Culture
03 8600 6749

Applications must include an updated resume with 3 professional referees.

Applications close on **Sunday, 11 February 2024**

Apply via SEEK

Equal Opportunity and Privacy of personal information is MIT policy. For more details visit www.mit.edu.au

MIT reserves the right to close applications early if a suitable applicant is identified prior to application close date.