



Position Vacant

# Enrolment Officer

Applications are sought for the position of Enrolment Officer  
at Vose Seminary (o.6FTE)

This role is a vital part of our student services team responsible for administering the enrolment process, student administrative tasks and maintaining student data while ensuring a warm, efficient and professional administrative experience for staff, students and key stake holders.

**Applicants should provide:**

1. A covering letter
2. A current resume with at least three referees inc a pastor or minister
3. a written response to each of the selection criteria below

Applicants are requested to provide responses to each of the following selection criteria:

**Essential Criteria:**

1. Strong, warm and professional 'front line' interpersonal skills and presentation.
2. High level attention to detail with excellent time management skills
3. Ability to work in team and develop unity amongst staff
4. High level of IT competency and speed including Microsoft Office Suite and databases
5. The ability to carry out a wide variety of tasks and remain calm under pressure.
6. The ability to independently problem solve issues as they arise.

**Desirable Criteria:**

1. Experience in Higher Education or VET administration
2. Experience with PEMS (TAMS), Power Pro or Moodle

Applications close 4:30pm Friday 22nd March 2019. Vose reserves the right to appoint this position prior to the closing date.

**Please direct all enquiries and completed applications to: Kerry Puzey, Office & Property Manager**

**E: [office@vose.edu.au](mailto:office@vose.edu.au)**

**Vose Seminary**

**P: 6313 6200**

**E: [office@vose.edu.au](mailto:office@vose.edu.au)**

**W: [www.vose.edu.au](http://www.vose.edu.au)**

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