



Position Vacant

Director of Student Services

Applications are sought for the position of Director of Student Services
at Vose Seminary (1.0 FTE)

The Director of Student Services (DSS) oversees and is responsible for the Student Services Team and acts as the primary point of reference and management for all matters concerning enrolments, course requirements, academic records and student database management.

With a strong focus on customer service this role is responsible for ensuring the student services team delivers high quality and meaningful services to current and future students. A vital relational marketing initial “touch point” at the beginning of our enrolment funnel, this role ensures that no one is lost in the system, that they have a wonderful experience interacting with the team and that they are listened too and journeyed with, regardless of enrolment outcome.

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. Attention to detail including project, data and process protection and management
3. High level IT skills including MS Office Suite and experience with database systems
4. Ability to work independently and innovatively to tight deadlines
5. The ability to problem solve issues as they arise.
6. Capacity to analyse gaps and develop improvements to administrative process

Desirable Criteria:

1. Experience in higher education and/or VET administration
2. Experience with higher education and/or VET compliance
3. Experience with PEMS (TAMS), Power Pro, Prisms and 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

F: office@vose.edu.au

Vose Seminary

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