



Date Listed: September 2010

POSITION: **MANAGER, STUDENT SERVICES SYDNEY**

- DETAILS:
- Global company
 - Vibrant Sydney offices
 - 12 month fixed term contract

IDP Education is a global company offering student placement and English language teaching and testing services. Using its network of over 75 student offices in 29 countries, IDP places more international students into all sectors of Australian educational institutions than any other organisation. In its IELTS partnership with the British Council and Cambridge University, IDP delivers one of the world's leading English language proficiency tests, at over 450 test locations in 121 countries.

Established by Australian universities in 1969, IDP is now jointly owned by 38 Australian universities through their holding company, IDP Education Australia Ltd, and by SEEK Ltd, Australia's leading online employment and training company. IDP aims to deliver excellent results to the students and test takers who use its services. Staff benefit from the company's policy of grooming their people for company vacancies that can occur anywhere in the world.

As a result of internal staff movements, IDP now seeks a talented Manager, Student Services, to manage one of its largest and most successful offices for a 12 month period. You will be fully responsible for all aspects of the student placement operations including managing 16 staff across two offices. You will also have full responsibility for revenue, expenditure and profit. The role is a unique opportunity to build on your team leadership and administrative skills while fostering your talent for marketing and sales. You will drive student placement numbers by implementing marketing activities and identifying opportunities in NSW. You will also provide support and services to students based in NSW and collaborate with other offices in Australia to promote the IDP brand and expand market share. A key aspect of the role is to ensure compliance with government, client and company requirements while fostering a customer service culture. Other important aspects include building strong, mutually beneficial relationships with institutional clients.

To succeed you will be an experienced manager who is passionate about motivating and developing a high performing team which consistently exceed targets. Ideally you will have experience in international education promotion and student placement, together with a good understanding of the issues facing international students. The ability to understand their needs in relation to employment and migration in Australia would also be helpful. Ability to speak a second language and experience in managing a team in a multicultural environment are crucial. Relevant tertiary qualifications would be beneficial.

Please email your resume to apply@j-yes-consulting.com or post to J-YES Recruitment & Consulting, PO Box 513, Woollahra 1350 or fax (02) 9328 6025. For a confidential discussion, please call Joyce Yong on (02) 9327 3568 or 0437 889 788.