



Career Opportunities



Date Listed: 2 October 2006

POSITION: **MANAGER, STUDENT ADMINISTRATION**

- International Education
- Career Opportunity

DETAILS: Your new company operates the vibrant Sydney international campus for an established interstate university. The university has an uncompromising focus on quality teaching. It is committed to the success of its students, recently obtaining a 5-star rating for graduate satisfaction in a national survey. It provides students with a flexible and supportive environment in which to study in small classes, using leading edge technology. To ensure high employment prospects for students, the programs offered are industry-driven with practical up-to-date content. Staff can look forward to outstanding career opportunities in the company's growing operations in Sydney and elsewhere.

The company now seeks a talented Manager to manage the pivotal Student Administration function. In this role you will manage a team that is responsible for issuing offers of admission and enrolling students. You will develop, review and implement student administration processes in line with Quality Assurance requirements. A key aspect of the role is to ensure compliance with government, university and company requirements while fostering a customer focus. Analysing data and maintaining student data integrity are key tasks.

To be successful you will need strong customer focus, experience in student administration and extensive knowledge of government requirements relating to international students. The ability to work with stakeholders at all levels in relation to admissions and enrolment is crucial. Experience in managing a small team in a busy processing environment is also necessary. You will need relevant tertiary qualifications, a good eye for detail and experience with database software, preferably PeopleSoft.

Please email your resume to apply@j-yes-consulting.com. Applications can also be sent to J-YES Recruitment & Consulting, L25, 2 Chifley Square, Sydney 2000 or fax (02) 9328 6025. For a confidential discussion, please call Joyce Yong on (02) 8220 8102.