



## Career Opportunities



Date Listed: February 2011

POSITION: **MANAGER ADMISSIONS, CHARLES STURT UNIVERSITY STUDY CENTRES (MELBOURNE AND SYDNEY)**

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- DETAILS:
- Combine Operations and Staff Management with Strategic Planning
  - Outstanding Career Opportunity

Study Group is an acknowledged leader in international education specialising in the provision of world-class university access and English language programmes. Each year over 55,000 students from more than 140 countries enter these programmes drawn by certainty of outcome and the sector-leading quality of the Group's educational provision.

The Group now requires a Manager to lead the Admissions Centre in Sydney. This is a key role combining the management of staff and operations with participation in the strategic planning of admissions and student recruitment.

You will manage the team responsible for handling admissions to the Charles Sturt University Study Centres in Sydney and Melbourne with expectations to ensure the operational excellence and efficiency of the admissions team. You will plan and manage operations to provide superior customer service to customers. At the same time you will develop and implement policies and procedures to ensure the centre is running to capacity as well as compliant with regulatory requirements.

As a senior member of the Admissions Centre you will have critical input into the development of new systems and the introduction of new technology to support admissions and student administration.

To be considered, you must have led an admissions or similar team specific to undergraduate and postgraduate studies and have a good understanding of the higher education sector. Experience in working and managing a team in an environment of large volume workflows and critical deadlines is also essential.

You will need to be an energetic, results-oriented, self-starter with the ability to build a team and foster a highly cooperative environment. Tertiary qualifications are essential. The ability to speak a second language would be desirable.

Please email your resume to [apply@j-yes-consulting.com](mailto: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.