STUARTHOLME SCHOOL

ROLE DESCRIPTION

Position Title	Registrar
Position Level	School Officer Level 6
Salary Range	$68,478 - $83,375 per annum plus superannuation.
Department	Development Office
Reporting Responsibility	Community Engagement Manager
Supervisory Responsibility	Nil
Employment type	Full time – 12-month contract
Role Description review date	November 2019.

Position Summary

The Registrar is responsible for developing and implementing student recruitment strategies that maximise and maintain enrolments. This involves promoting the school to the wider community and assisting families with enrolment procedures. The Registrar supports the Community Engagement Manager in implementing Stuartholme School's advancement strategies.

Key Accountabilities

- Maintain and enhance enrolment procedures and processes through the development and implementation of strategies to cultivate new student enquiries and provide an efficient, informative and client-responsive service to prospective families.
- In collaboration with the Marketing Manager, develop and maintain an innovative and current enrolment strategy for domestic, international and boarding students.
- Organise, administer and coordinate interviews with prospective students and families, ensuring that the school can meet the needs of individuals.
- Organise, administer and coordinate annual student interview days for the Year 7 intake.
- Attend and assist in the coordination of Open Days, school tours, orientation events and school expos to ensure Stuartholme is represented in the wider community and ensure that prospective families are provided with accurate and appropriate advice at these events. Some intrastate travel may be required.
- In collaboration with the Marketing Manager, design and implement marketing materials that maintain public interest and increase understanding of the school's educational programs and facilities.
- Provide statistical information for reporting purposes as required including projected statistics and forecasting for the current and subsequent academic years.
- In collaboration with the Marketing Manager, identify enrolment trends and patterns of withdrawal across the school to assist with strategic planning.
- Provide and examine statistical data regarding the student journey from enquiry to recruitment to retention;
- Prepare and provide statistical data and information to government departments (eg. State and Federal Census, DEEWR, MCEETYA, CRICOS registration, QCEC, DIAC) and assist with audit visits arising from the submission of data to government agencies.
- Manage and maintain the student administration systems and CRM (eg. Synergetic, OnBase and Hubspot).
- Administer and remain up to date on all CRICOS requirements relating to full-fee paying overseas students in conjunction with the Commercial Director and International Student Coordinator.
- In collaboration with the Marketing Manager, oversee the promotion of the scholarship program including advertising, administering the ACER exam and providing the appropriate information to the school's Leadership Team.

- Maintain a current understanding of the school's key points of difference, curriculum, co-curricular information and future plans to ensure prospective families are provided with the most up to date information.
- Arrange and conduct tours of the campus that are informative and positive experiences that represent the school appropriately to prospective families.

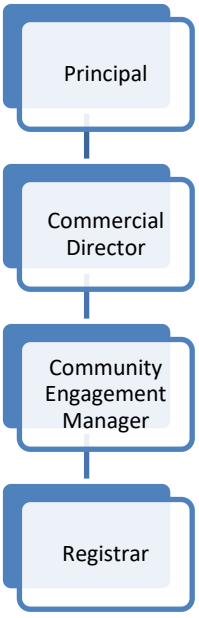
Additional Duties

- Complete annual goal setting and engage in feedback and development conversations with the Commercial Director.
- Participate in school-designed professional development programs, including mandatory compliance training, and other identified professional development as negotiated with the Commercial Director and approved through the School's professional development processes.
- Undertake additional reasonable duties as required by the Commercial Director, the Deputy Principal or the Principal from time to time.

Hours of Work

This is a full time 12-month contract position – maternity leave contract.

Reporting Relationships



Qualifications

The Registrar will be qualified or have the equivalent training/experience, of a degree in administration, communications, marketing or a related field.

Personal attributes

The Registrar will be a warm, confident and engaging people-person with outstanding administration and communication skills with a focus on building strong and enduring relationships.

Preferred personal attributes include:

- accountability focused attitude;
- punctuality and reliability;
- ability to work independently and as a team player;
- ability to work well under pressure.

Required Skills and Abilities include:

- ability to plan, coordinate, deliver and review high quality recruitment and retention activities;
- high level interpersonal skills and the ability to build relationships with current and prospective families;
- high level computer literacy including Microsoft Office, databases and various e-communication packages;
- high level attention to detail and accurate record keeping;
- high level organisational skills;
- a strong commitment to customer service;
- ability to work effectively in a small busy team environment, balancing competing priorities and working within tight deadlines to achieve work goals;
- experience with CRICOS reporting requirements and international students;
- experience in admissions, recruitment and retention, either at a school or tertiary level.

Preferred Skills

- Experience using Synergetic database;
- Experience designing and implementing new processes, procedures and database systems;