

Job Description

Administration Officer

Revised June 2019

Primary Role

The primary role of the Administration Officer within Alta-1 College (QLD) is to provide exceptional administrative support to the staff, students, families and key college stakeholders.

Reporting Relationship

The Administration Officer reports to the Lead Administrator.

Role and Responsibilities - Overview

- Be an outstanding first point of contact for the college
- Provide exceptional support to the Lead Administrator
- Competently, diligently and flexibly undertake general office duties
- Maintain college data management systems
- Be consistently awesome and professional (a great sense of humour helps)

Role and Responsibilities – Specifics

Specific responsibilities of the Administration Officer include but are not limited to:

Outstanding first point of contact

- Receive incoming calls to the college and respond to enrolment enquiries
- Schedule enrolment interviews
- Liaise with incoming students, parents/carers and conduct college tours
- Correspond with key stakeholders
- Attend promotional events

Provide exceptional support to the Lead Administrator

- Undertake tasks as directed by the Lead Administrator
- Provide support in the preparation of critical state and federal government funding and compliance documentation
- Assist in the preparation of reports for the College Board
- Assist in preparation and coordination of key college events
- Assist in the development and review of college promotional literature, policies and procedures

Office duties

- Attend to mail and correspondence
- Document management and retention
- Administrative support to campus staff
- Liaise with counterparts in Alta-1 College (WA)

College Data Management Systems

- Monitor and maintain college electronic data management systems (e.g. SchoolPro, SEQTA, QCAA systems, etc.)
- Monitor and maintain college hardcopy data systems
- Process student enrolment documentation