

College Overview

Emmaus Christian College is a growing independent, non-denominational, co-educational Christian school seeking to provide high-quality Christian education from Early Learning to Year 12. We provide education to children from Christian families that are actively involved in their local church, and families who support the involvement of their children in the Christian teaching, life and expression of the school.

The College operates across two metropolitan campuses in Adelaide, South Australia - South Plympton (F–12) and Brooklyn Park (ELC–6). Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

Position Overview

The Student Services Officer's main responsibilities are to coordinate the Student Services function, incorporating data systems. This is a parent and student facing role, therefore excellent communication and collaboration skills are required in liaising with College leadership, staff, families and students.

Submitting Your Application

Position Title: Student Services Officer

Closing Date: Monday, 4th July 2022

Applicants should provide:

- A written application that addresses the Key Responsibilities and Education, Experience & Skills in the attached Position Description
- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A completed Emmaus Christian College "Application for Non-Teaching Position Form" (This form can be downloaded from our website at <https://emmauscc.sa.edu.au/about/employment>)
- Applications can be emailed to Recruitment@emmauscc.sa.edu.au or posted to:

The Human Resource Manager
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

Contact Details:

For further information about this position, please contact The Human Resource Manager on 8292 3888 or email HR@emmauscc.sa.edu.au

Position Description

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| Title: | Student Services Officer |
| Reports To: | Human Resources Manager |
| Classification: | Grade 3 Level 1 |
| Commencement: | Negotiable/Immediate |
| Nature of Employment: | Permanent Full-time (46-weeks per year) |

Purpose of Role:

The Student Services Officer manages a busy Student Services office, handling all internal and external communications for the College, as well as event and excursion coordination with staff and parents. This role manages critical reporting to the College and Department of Education as well as working collaboratively with leadership and staff.

Key Responsibilities:

- Coordinate Student Services office for all students/parents.
- Interact professionally with students, families and staff, face-to-face and online.
- Collaborate and coordinate with Leadership and teaching staff on:
 - updating student records, including following up on absenteeism, student ID cards, etc.
 - excursions and camps.
 - events, including parent/teacher interviews, school photos, etc.
 - volunteer coordination including Working With Children Checks for all volunteers.
- Report on student data to College and Department of Education as required.
- Reporting and recording of COVID related data.
- End of year roll overs and system updates.
- Work collaboratively with others in the Business Services team with various administrative processes to ensure smooth facilitation of key events and activities.

Other Responsibilities:

- Process banking and payments for Student Services related functions.
- Complete and record student transfer forms.
- Coordinate annual student stationery orders.
- Organising Book room including: purchasing, selling of stationery and stock take for auditing.
- Various other student/staff administration functions including travel (buses), dealing with Centrelink for youth allowances, etc.
- Utilising various IT systems for data management.



Education, Experience and Skills:

- Proven high level administrative skills
- Ability to undertake a variety of tasks and projects within timeframes
- Well-developed communication and interpersonal skills and a demonstrated ability to work in a collaborative team environment
- Professionalism in dealing with families, staff and Leadership
- Program/project coordination experience highly regarded
- Working knowledge of Microsoft Office applications particularly Excel and Word
- Demonstrated ability to adapt to new systems, processes and environments
- A current satisfactory Working with Children Check

Personal Attributes:

- Be a committed Christian with a strong passion for Biblically-based Christian education
- Demonstrate effective communication and interpersonal skills
- Ability to work flexibly, willingly and collaboratively within a team environment
- Ability to work confidentially, with tact and discretion.
- Be organised in approach to work with a strong attention to detail
- Ability to meet tight deadlines