

Enrolment Officer

Position Title:	Enrolment Officer
Job ID:	231104
Reports To:	Head of Business Services
Employment Type:	Ongoing, part-time or full-time (0.6FTE - 1.0FTE), 46 weeks per year
Commencement Date:	January 2024

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12. Children who have completed Year 6 at Brooklyn Park have guaranteed entry into Year 7 at the South Plympton.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose

Primarily based at our South Plympton Campus, the Enrolment Officer will work together with their Brooklyn Park-based counterpart as the main point of contact for all prospective families from ELC to Year 12. The role will provide information and support to enquiring families in a professional and sensitive manner and a seamless and welcoming enrolment experience. Working collaboratively within the Business Services Team, the Enrolment Officer will oversee all aspects of the enrolment process from enquiry through the confirmation and orientation.

This position will suit someone with a servant heart who naturally builds rapport with others and has excellent customer service and interpersonal skills. The ideal candidate will be a passionate Christian who is highly organised, attentive to details, self-motivated and capable of working autonomously.

Key Responsibilities

- Receive and respond to all new enrolment enquiries.
- Assist with generation of new enrolments through friendly and considered communication.
- Assist families with their enrolment applications ensuring accurate collection of information and database management.

- Ongoing management of the enrolment application wait pool to ensure families are kept informed of the process.
- Accurate and confidential management of student and family records.
- Management of the College's enquiry-tracker CRM tool; Digistorm Funnel including forms, field entry through to communications and automation.
- Schedule and coordinate enrolment interviews and assessments for families with students.
- Attend Principal's Tours to welcome families and answer questions.
- Administration of the annual scholarship applications and examination process.
- Provide College Principals and Heads of School with enrolment reports and forecasting.
- Host private tours for prospective families, as required.
- Collaborate with relevant PA's and other stakeholders to support Heads of School in the organisation of Orientation Days for new students.
- Collaborate with the Marketing and Communications team in the College's promotional initiatives as required.
- General administrative or other duties as required by the Head of Business Services.

Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord.
- Minimum of three years' experience in a similar role (experience in the education industry preferred).
- Excellent written and oral communication skills.
- Experience in customer relationship building and database management.
- Excellent attention to detail and administration skills.
- Excellent interpersonal skills and customer-relationship focus.
- Demonstrated ability in problem solving, flexibility, priority setting and time management.
- Current valid Working With Children's Check.

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Director of Studies and the College Principals.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Submitting Your Application

Closing Date: 9:00am, Monday 4th December 2023

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.

3. A completed 'Application for Non-Teaching Position Form', available via our website emmauscc.sa.edu.au/about/employment.

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your application, please state the Job ID 231104.

For further information, please contact Human Resources on (08) 8292 3888 or recruitment@emmauscc.sa.edu.au