



## ROLE DESCRIPTION

### Position Title: College Registrar

<b>Reports To</b>	College Principal
<b>Employment Status</b>	Full-time.  Please note, the nature of the College Registrar position requires some availability outside of 'normal' school hours, including on weekends and during holiday periods.
<b>Classification:</b>	Level 5 School Officer within the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023</i>
<b>Start Date</b>	Negotiated start date.
<b>Tenure</b>	This is a permanent, full-time position with a probationary period of three (3) months.

### College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service;

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.





## Overall Role Purpose

The role of the College Registrar is to develop and implement student recruitment and retention strategies that maximise and maintain enrolments in all areas of the College that support the strategic direction of St Ursula's College.

The successful candidate will promote the College to the wider community (including internationally) and assist families in deciding that St Ursula's College is their school of choice.

## Key responsibilities and duties of the College Registrar include:

- Maintain and enhance enrolment procedures and processes through the development and implementation of strategies that cultivate new student enquiries.
- Provide efficient, informative and client responsive service to prospective families.
- In collaboration with the College Leadership Team, develop and maintain an innovative and current enrolment strategy for domestic, international and boarding students.
- Conduct interviews with prospective students and families, ensuring the College can meet the needs of individuals.
- Organise, administer and coordinate annual student interview days for large intake year levels, for example Year 7.
- Assist in the coordination of, and representation at, internal College events including, but not limited to, Open Days, family welcomes and orientation events.
- Attend external events and tours including, but not limited to, school expos and boarding tours to ensure St Ursula's College is represented both in the wider community and internationally. This may include international travel and/or travel to rural and remote areas of Australia as required.
- Ensure prospective families are provided with accurate and appropriate advice regarding the College and enrolment process.
- Manage enrolment of international students. This includes the management and updates of CRICOS Policy and Procedure.
- In collaboration with the College Marketing Department, design and implement marketing materials and strategies that maintain public interest and increase understanding of the College's educational programs and products.
- Provide statistical information regarding enrolments to the Principal to form part of the Board Report as required. Statistical information may include projected statistics for the following academic year and up to date forecast figures for upcoming school terms.
- Identify enrolment trends and patterns across the College.
- Work with the College Leadership Team and other key staff to provide recommendation to support the needs of new students.
- Provide statistical data regarding the student journey from enquiry to recruitment to retention including data in relation to feeders and other relevant demographic data.





- Work in collaboration with other staff and teams to:
  - Manage and maintain the student administration system at point of enrolment through to their start date (Synergetic Database).
  - Ensure enrolment database accuracy (Digistorm) and data integrity as an ongoing process.
- Oversee scholarship program, from advertisement to interviewing and follow up.
- Actively participate in meetings with the College Leadership Team and Head of Boarding to assist in the development and implementation of strategies and policies that further enhance the College's enrolment strategies.
- Organise and conduct tours of the College with prospective families ensuring that these tours are informative and positive experiences which present the College in the best possible light for prospective students and families.
- Communicate regularly with prospective families to build a relationship with the College leading up to the students' start date at the College.
- Co-ordinate Challenge Days, Twilight Tours, support Open Days and the enrolment process of International visiting students.
- Meet Key Performance Indicators established by the Principal.

## General

All employees of St Ursula's College, Toowoomba are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position;
- Accept that the College reserves the right to modify the position to meet its operating needs;
- Assist and relieve in other positions from time to time;
- Demonstrate support for the College's ethos, policies and procedures and core values;
- Attend major College events including, but not limited to, Masses, Liturgies, Presentation Days and Academic Assemblies.
- Liaise regularly with the Principal or their delegate.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their delegate.

## Work Health and Safety

All team members have an obligation to comply with all the organisation's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any person at the workplace.

## Equal Opportunity

All team members are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.





## Staff Development

All team members are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

## Selection Criteria

### **Essential Criteria:**

The successful applicant will demonstrate the following essential criteria:

- Advanced skills in Technology and the ability to learn new systems in a timely manner.
- Excellent oral and written communication and administrative skills.
- Interpersonal skills in dealing with young adults and their families.
- Able to maintain a high level of confidentiality.
- Excellent telephone manner.
- Highly developed customer service skills.
- Willingness to support the College's ethos.
- Ability to adapt in a fast-paced, evolving educational environment.
- Ability to work independently and collaboratively.
- Current Working with Children Blue Card (Qld).
- Current Drivers Licence.
- Possess a current Passport.
- Possess current First Aid and CPR certification.

### **Desirable but not Essential:**

- Previous Registrar experience.
- Experience working in a school environment.
- Experience with Synergetic Database.
- Experience with Digistorm enrolment system.
- Understanding of enrolment procedures and CRICOS policy and related procedures.

