



BRISBANE BOYS' COLLEGE

A New School of Thought.

## Admissions Coordinator

A vacancy exists for a full-time, permanent Admissions Coordinator. The appointee will provide exceptional customer service from an initial enrolment enquiry through to a new student commencing at the College. The Admissions Coordinator will provide high-level administrative and data management support for various operations and processes, ensuring effective, accurate and a professional approach to all aspects of the role. The appointee will take primary responsibility for either Junior School or Middle and Senior School enrolments, working alongside the existing Admissions Coordinator. However, it is expected that both staff will be sufficiently familiar with each other's role to be able to assist or fill in when required. This position is available for an immediate start.

### About us

Brisbane Boys' College is an established GPS day and boarding school. The school was founded in 1902 by Mr Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision which remains today. The College occupies a 13 hectare site four kilometres from the centre of Brisbane and has a current enrolment of some 1500 boys from Prep to Year 12.

### Our Guiding Philosophy

We are strongly of the belief that boys need to have clarity around the “why” of their learning. We teach to develop students' acquisition of the hierarchy of cognitive skills. This enables our boys to know, understand and meaningfully apply their knowledge. Such transferable skills form the basis of the “why” of what we ask students to learn.

As practitioners of boys' education, we associate learning with the childhood development of boys. As such we describe our approach to learning as being ‘All About the Boy’.

### Our Purpose

To produce men who have the confidence and capability to change the world.

### Specific Responsibilities

1. Provide a welcoming and warm presence to all prospective students, their families and all visitors to the school.
2. Act as the first point of reference for enrolment enquiries, ensuring that appropriate, accurate and comprehensive information is available to prospective families.
3. Conduct tours of the College and assist with Open Mornings and other recruitment events.
4. Arrange interviews, testing and appointments for families.
5. Maintain College admissions records, database records and waiting lists.
6. Prepare enrolment distribution lists and mail-out list.
7. Organise the enrolments of short-term overseas students including the provision of documentation to support the application of student visas.
8. Provide pre-commencement information to enable the smooth transition of new students to BBC.
9. Remain current on College programs and initiatives.
10. Assist with Reception lunchtime relief once per fortnight.
11. Other duties as directed from time to time.

### Selection Criteria

1. Strong client focus, including the ability to relate easily and effectively to people from diverse backgrounds.

2. Demonstrated ability to work under pressure, manage time effectively, and prioritise conflicting priorities.
3. Excellent interpersonal and communication skills, both verbal and written.
4. Exceptional skills in attention to detail.
5. Excellent understanding of enrolment procedures in an educational institution .
6. Excellent IT skills and knowledge of relevant databases and software programs including TASS and Microsoft Office, and an expectation to maintain currency in these as required by the school.
7. Proven ability to work both independently and as part of a team.
8. A high regard for confidentiality, corporate loyalty, customer service and the ability to work harmoniously with both internal and external clients.
9. Ability to be proactive and flexible in all aspects of administration management, including problem resolution.
10. An enthusiastic, self-motivated, and professional attitude.
11. Capacity to manage sensitive information, and to maintain confidentiality.
12. Capacity to support and contribute to the Christian ethos of the School.

### **Closing Date**

Applications close at **5:00pm, Monday 29 April 2019.**

### **Application Procedure**

Applications including a covering letter, CV, statement addressing the selection criteria, and the names and contact details of at least three professional referees, should be **emailed** to:

Kirsten Ferguson  
Human Resources Manager  
Brisbane Boys' College  
**Email - [kferguson@bbc.qld.edu.au](mailto:kferguson@bbc.qld.edu.au)**