SUCCESS PROFILE

Head of Admissions

**Vision:** An international leader of holistic learning and teaching

**Mission:** Mentoring motivated learners to choose purposeful futures

**Values:** Integrity, Mastery, Enterprise and Justice

Per Ardua Ad Alta - through striving to the heights

**Reports to:**
Director of Community Relations

**Role Purpose:**
To assist the Principal to achieve the intent of the College’s Vision, Mission and Values, and implement successfully the Strategic Plan.

**Role Overview:**
To develop and implement a long-term enrolment strategy for domestic and international students, reflecting our provision of both day and boarding services.

**Top 5 Professional Skills and Competencies:**
- Demonstrated achievement in obtaining new business development opportunities
- Demonstrated experience in the implementation of successful marketing and recruitment programmes
- Exemplary communication techniques for all tasked interfaces
- Professional vitality
- Excellent collaboration skills and relation management

**Top 15 Professional Behaviours:**
- Strives to achieve the College’s Vision and Mission and live MLC’s Values
- Demonstrates respect
- Self-motivated to achieve results
- Models optimism
- Practises accountability
- Takes initiative
- Solutions-focused
- Commits to improvement
- Shares own learning
- Creates transparency
- Keeps commitments
- Engenders trust
- Reflective
- Listens first
- Talks straight
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Role Responsibilities:

- Monthly reports to the Director of Community Relations
- Ensure compliance with State and Federal Government legislation, including Census, CRICOS, and International student Visa compliance
- Policy and Process Development. Inclusive of Enrolment Policy, Terms of Enrolment, Scholarship Policy, and fees brochures
- Management of International student offers
- Liaise with Marketing team on creation of prospectus, Boarding and Marketing collateral
- Scholarship contract and set-up and Scholarship administration
- Student Withdrawals and Deferrals
- Business Development:
  - Analysis of enrolment data and trends
  - Market research and enrolment opportunity analysis
  - Identify and enhance local partnerships
  - Identify international partnerships
- Promote the College at Field Days
- Promote the College internationally; organise international engagement
- Support tours at the College
- Build a collaborative, collegial and high performing team culture

Success Indicators:

KPI 1: Conversion of enquiries to enrolments
KPI 2: Advocacy and engagement of prospective families
KPI 3: Promotion of College brand and effectiveness of communications.