

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Administrative Assistant - Admissions

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<b>Position Purpose</b>	In support of the mission and vision of NCC, the role of the Administration Assistant – Admissions is to support the Registrar by managing administrative tasks, conducting tours of the College, assisting with enrolment events, and engaging with prospective families in a professional and welcoming manner.
<b>Qualifications</b>	A formal qualification is desired, but not essential. Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base.
<b>Accountability</b>	Director of Marketing
<b>Key Relationships</b>	Registrar, staff, families and students

#### Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development.

#### Professional Competencies

The following professional competencies are essential to this position:

- Demonstrated organisational and time-management skills, with the ability to prioritise tasks, meet deadlines, and manage competing demands efficiently.
- High attention to detail and accuracy in data entry, record keeping, and file management.
- Proficient use of digital systems, particularly TASS and Funnel, with the ability to quickly learn and adapt to new technologies.
- Strong interpersonal and communication skills, both verbal and written, with a courteous, welcoming, and professional approach.
- Ability to maintain confidentiality and exercise discretion in dealing with sensitive information relating to students, parents, and staff.
- Proven ability to collaborate effectively with the Registrar, Director of Marketing, and other internal stakeholders.

- A proactive mindset, demonstrating initiative and flexibility in responding to changing needs and priorities.

### Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

#### Administrative Support

- Support the Registrar in managing the enrolment process from enquiry through to student commencement.
- Use Funnel to monitor, track, and respond to new enquiries and applications in a timely and professional manner.
- Accurately input, maintain, and update student enrolment data in TASS, ensuring data integrity.
- Schedule enrolment interviews by liaising with Heads of School and families.
- Maintain and organise digital records, ensuring documentation is current, complete, and compliant with privacy standards.
- Notify relevant departments of student arrivals and departures to ensure seamless transitions.

#### Tour & Event Support

- Coordinate and conduct warm, professional, engaging, and informative campus tours for prospective students and families.
- Ensure all tour attendees are followed up with in a timely and personalised manner.
- Assist with planning, setting up and administration of enrolment events (e.g. open days, orientation).

#### Communication & Stakeholder Liaison

- Respond promptly to phone and email enquiries with clarity, courtesy, and accuracy.
- Provide prospective families with up-to-date information about enrolment procedures, timelines, and required documentation.
- Support the ongoing communication strategy by maintaining consistent messaging in line with College values.

#### Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

#### Reference Documents

NCC Child Protection Policy  
NCC Staff Code of Conduct NCC  
Enterprise Agreement NCC Staff  
Dress Code Policy  
NCC Workplace Health and Safety Policy

#### Hours of Work

As per Employment Contract