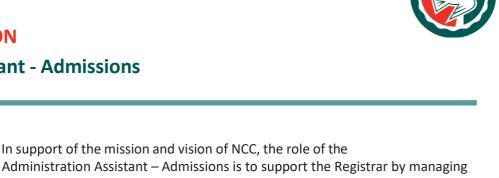
# NAMBOUR CHRISTIAN COLLEGE

## **POSITION DESCRIPTION** Administrative Assistant - Admissions



CHRISTIAN COLLEGE

	administration Assistant Admissions is to support the Registral by managing administrative tasks, conducting tours of the College, assisting with enrolment events, and engaging with prospective families in a professional and welcoming manner.
Qualifications	A formal qualification is desired, but not essential. Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base.
Accountability	Director of Marketing
Key Relationships	Registrar, staff, families and students

#### **Personal Requirements**

**Position Purpose** 

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