

# Position Description

**Role Title:** Academic Administration Coordinator,  
National Institute for Christian Education

**Allocation:** Part time, 0.7FTE (3 days per week)

**Date Prepared:** 5 October 2023

# **POSITION DESCRIPTION: Academic Administration Coordinator**

## **A. POSITION OVERVIEW**

The Academic Administration Coordinator's key responsibility is to establish and continually develop positive relationships with post-graduate students whilst being responsible for operational administrative enrolment tasks, and the support of the principal and senior staff of the National Institute in the processes and practices as expected in the Higher Education Third Party agreement.

## **B. PERSONAL CHARACTERISTICS & GENERAL ROLE EXPECTATIONS**

The following attributes are important for the role:

1. An actively demonstrated personal Christian faith.
2. A commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN).
3. A commitment to respecting, promoting and working within the organisational authority structure of Christian Education National.
4. Relevant qualifications and/or experience that are appropriate for this position.
5. An ability to communicate in a manner that maintains the respect of the wider Christian Education community.
6. High level communication and interpersonal skills in working alongside members of the CEN community, including effective collaboration when working within the CEN Staff.
7. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
8. A demonstrated commitment to professional self-development in the field of Christian Education.

*NB. Copies of the Constitution, the Vision and Core Values Statement can be found on the CEN and NICE websites*

## C: MAIN FUNCTIONS & RESPONSIBILITIES

<b>Duties</b>	<b>Position Expectations</b>
<i>Student Enrolment</i>	<ul style="list-style-type: none"> <li>• Provide a positive and helpful first contact for new and potential students.</li> <li>• Send enrolment information to prospective students.</li> <li>• Respond to enquiries in a timely manner.</li> <li>• Initiate enrolment approval process.</li> <li>• Enter student data into the database.</li> <li>• Coordinate the enrolment and fee help information with the Accrediting Institution Registrar.</li> <li>• Produce transcripts for students as necessary.</li> <li>• With Accrediting Institution, produce testamurs for graduands.</li> <li>• Maintain student access to forms and resources on the LSM, Moodle.</li> </ul>
<i>Unit Registration</i>	<ul style="list-style-type: none"> <li>• Make subject registration forms available to students</li> <li>• Maintain accurate unit database records.</li> <li>• In consultation with the principal, allocate students to classes and supervising lecturers.</li> <li>• Register students on LMS.</li> <li>• Coordinate subject registrations with the finance office.</li> <li>• Coordinate subject registration with the Accrediting Institution Registrar.</li> <li>• Manage subject withdrawals, variations of enrolment, applications for AS &amp; RPL.</li> <li>• Monitor student progression and those nearing course completion and graduation..</li> </ul>
<i>Report Results</i>	<ul style="list-style-type: none"> <li>• Collect results from LMS.</li> <li>• Ensure that all results are recorded accurately in the student database.</li> <li>• Grades are reported accurately to students after moderation.</li> <li>• Report results to the principal at least two days prior to the Moderation Committee meeting.</li> <li>• Produce grade reports in Accrediting Institution format for consideration by the accrediting Institution Moderation Committee and Academic Board.</li> <li>• Manage the preparation of the HETP Quarterly Management Review reports and Annual reports as required.</li> <li>• Manage end of semester student evaluations and prepare reports for the principal.</li> <li>• Prepare and collect pre and post semester reports from lecturers.</li> <li>• Prepare lecturer evaluation reports.</li> <li>• Maintain student enrolment data and school participation data.</li> </ul>
<i>Library Oversight</i>	<ul style="list-style-type: none"> <li>• Oversee purchases and accessioning of resources.</li> <li>• Maintain the library database.</li> <li>• Lend library resources as necessary to students.</li> <li>• Facilitate journal access for students.</li> <li>• Follow up overdue books.</li> <li>• Coordinate library access with the Accrediting Institution librarian.</li> </ul>

Duties	Position Expectations
	<ul style="list-style-type: none"> <li>• Manage copyright reporting and embedding FLEX application into the LMS.</li> </ul>
<i>General</i>	<ul style="list-style-type: none"> <li>• In consultation with the principal and accrediting institution, produce the Institute’s academic calendar each year.</li> <li>• Work with the principal to produce the Student Handbook, Academic Handbook, Style Guide, and Lecturer resources on the LMS for the Institute.</li> <li>• Assist with the graduation ceremony logistics each year.</li> <li>• In consultation with the principal and accrediting institution, design enrolment, registration and other forms for Institute students.</li> <li>• With the Office Manager &amp; Database support team, maintain the LMS interface for students and staff.</li> <li>• Assist the principal with the administration for faculty / staff meetings (agenda, documents &amp; minutes).</li> <li>• Maintain faculty register and contracts.</li> </ul>
<i>Communications</i>	<ul style="list-style-type: none"> <li>• Respond promptly and warmly to lecturer and student inquiries.</li> <li>• Maintain positive relationships and communications with the Accrediting Institution Registrar and any other Accrediting Institution staff.</li> <li>• Proof read internal resources, documents, and communications as requested.</li> <li>• Assist with the production of student e-news each semester.</li> </ul>
<i>Social Media</i>	<ul style="list-style-type: none"> <li>• In consultation with Communications Coordinator, support, populate and maintain (as appropriate to position) Institute related social media campaigns.</li> </ul>
<i>Journal</i>	<ul style="list-style-type: none"> <li>• Support the principal in administration for the preparation and record keeping of the <i>Christian Teachers Journal</i>.</li> </ul>
<i>Other tasks as directed</i>	<ul style="list-style-type: none"> <li>• May attend faculty retreats and CEN conferences such as ITEC, state conferences to represent the Institute as negotiated.</li> </ul>

#### D. ACCOUNTABILITY

The Academic Administration Coordinator is responsible to the Principal of the National Institute Principal and CEN CEO.

<b>Signed by Employee</b>	<b>Signed by Manager</b>
<b>Date:</b>	