



ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

POSITION:	COLLEGE REGISTRAR
POSITION TYPE:	Permanent full-time
REPORTS TO:	Senior Tutor
LOCATION:	St Paul's College, 9 City Road, Camperdown, NSW 2050
OBJECTIVES:	<ul style="list-style-type: none"> • To administer the admission of students to the College and maintain student records • To assist in promoting the College to a diverse range of quality applicants • To assist with administering the College's academic, scholarship and bursary, and pastoral care programmes • To provide general support to the student and academic life of the College
SPECIFIC ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Take responsibility for the admission of students to the College, in a friendly, efficient and professional manner. (This will initially include students of Graduate House, opening in 2019, as well as undergraduates, however the focus may become more strongly on the undergraduate community over time as the staffing for Graduate House develops.) • Administer the admission process for new students, including processing applications for places and scholarships, offers and acceptances, and arranging interviews • Administer, for the Head of College, Dean of Graduate House and Senior Tutor, the awarding of scholarships and prizes (in conjunction with the Financial Controller) • Participate in the effective promotion of the College to potential applicants, schools and other groups, encouraging the best possible stream of diverse applicants to the College. • Maintain accurate and comprehensive records for all residents (and their parents / guardians) through their time in College, in both soft and hard copy formats as appropriate, including academic progress, continuation of residency, medical records, and exiting / valediction • Facilitate academic visitors to the College • Organise various College events including the annual College and University Dinner, Faculty Dinners, Schools Dinners, Valedictory Dinner and Open Days • Maintain relevant College events in the College calendar • Support the Senior Tutor in the tutorial and mentoring programmes, and other aspects of the academic programme of the undergraduate community

<p>OTHER ACCOUNTABILITIES:</p>	<ul style="list-style-type: none"> • Best practice utilisation of College systems (including StarRez) for admissions, ongoing record-keeping for students, then becoming alumni • Liaise with Sydney University Sport and Fitness (SUSF) and University of Sydney Union (USU) regarding gym memberships and access to other services as required • Liaise with the General Manager - Hospitality to ensure College systems have correct information regarding availability for future accommodation and room reservations • Ensure all relevant information on the College website is correct to enable ease of application to the College, including scholarships and fees • Organise participation in careers events, Open Days and other recruitment opportunities for the College, ensuring participants have the appropriate materials to promote the College • Maintain contact records for all target groups (including existing and potential feeder schools), including building effective relationships where necessary • Ensure welcome packs are prepared for incoming students, including fee agreements, rules and regulations, welcome event listings, medical forms and College Handbooks • Order academic gowns for all incoming students • In conjunction with the Sub-Warden and Students' Club, manage the allocation of rooms to students • Ensure adequate College reception coverage by providing back-up where necessary • Attend staff meetings when required • Maintain visible links with Students' Club Committee and students in general as required • Provide clear, concise and comprehensive reports, correspondence and other written materials as required • Exercise sound, expert independent judgement within general policy guidelines • Comply with the ethos of the College, abide by its behaviour codes, and live its values every day • Any other duties as directed by senior College staff
<p>KEY PERSONAL ATTRIBUTES AND EXPERIENCE:</p>	<ul style="list-style-type: none"> • Strong personal interest in the education of young people in the University and College context • As the first point of contact with the College for applicants and parents, the ability to project the College's values, purpose and offering in a clear, friendly and professional manner • Strong administrative skills and experience • Previous experience in an educational context such as a school, college or university is desirable.

<p>OTHER PERSONAL ATTRIBUTES AND EXPERIENCE:</p>	<ul style="list-style-type: none"> • Support of the College’s values, purpose and faith tradition • Strong student service focus • Meticulous attention to detail and accuracy in work • Ability to handle sensitive information with absolute confidentiality • Demonstrated initiative, with proactive, “can do” attitude • Ability to undertake and complete tasks with limited supervision and or direction • Ability to balance priorities • Interpersonal and communication skills • Ability to establish and meet deadlines • Flexibility to thrive in a fast-paced environment • Advanced applications software expertise • Strong interpersonal skills, including building strong and harmonious working relationships • Efficiency in communicating complex information to staff at different levels
<p>KEY WORKING RELATIONSHIPS:</p>	<ul style="list-style-type: none"> • Head of College • Dean of Graduate House • Senior Tutor • Sub-Warden • Financial Controller • Chaplain

Dated: September 2018