



# Position Description

## Position Details

<b>Business Entity</b>	Kaplan Business School	<b>Department</b>	Admissions & Enrolments
<b>Job Title</b>	Enrolment Officer	<b>Location</b>	Australia
<b>Reports To</b>	Admissions and Enrolments Manager	<b>Direct Reports</b>	Nil

## Overall Purpose

The Enrolment Officer is responsible for the administration of the student enrolment processes that take place pre and post commencement. This includes the general administration, set up and maintenance of the enrolment and re-enrolment processes within Kaplan Business School. The key stakeholders in this role are Kaplan Business School Management Team, Admissions and Enrolments Manager, Campus Manager, Student Experience Team, Student Records Officer, and Registrar Team.

## Key Responsibilities

### Set up and maintenance of databases

- Set-up and maintenance of course administration data
- Timely and accurate management of enrolment and re-enrolment systems and procedures
- Maintenance of accurate student data in the PRISMS database, including the monitoring of student visa changes
- Maintenance and monitoring of accurate student data in the KBS student administration system

### Administration of enrolment processes (pre and post commencement)

- Processing and system update of student course withdrawals
- Approving, processing and system update of program suspensions and deferrals
- Approving, processing and system update of course extensions
- Processing and system update of course cancellations
- Processing of enrolment data as required within 48 hrs of receipt

### Contribute to a supportive, positive and safe workplace

- Compliance with all company policies and procedures including WHS legislation requirements
- Ensure as far as is practicable that the workplace, under your control, is safe and without risks to health
- Being a productive member of the Kaplan team by displaying the Company values through your day to day role
- Adherence to Company Policy and Procedure

## Qualifications and Skills

### Essential

- Excellent verbal and written communication skills
- Excellent organisational skills, with the ability to prioritise work and meet multiple deadlines
- Ability to communicate with broad range of stakeholders
- Previous experience in education industry
- Understanding of ESOS Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.



# Position Description

**Desirable**

- Working knowledge of PRISMS
- Working knowledge of EduPoint or another Student Administration System

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_