



ROLE DESCRIPTION

1.0 POSITION TITLE: School Officer – International Student Co-ordinator

1.1. Hours – Full Time

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The purpose of the role of International Student Co-ordinator is to provide information, personal support, liaison and advocacy for international students in order to assist them in achieving academic success.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in appropriate and timely manner

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of International Student Liaison Officer is the designated contact person for international students requiring assistance and advice. The position involves collaborative working relationships with other staff, both teaching and non-teaching of the College, parents and other community members.

This Duty Statement will be reviewed annually, as part of the professional development, in collaboration and partnership with the Dean of International Students. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the College.



4.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

The position requires the role holder to undertake and complete the following duties:

General Administration

- Will be required to liaise with students, agents, teachers and families.
- Ensure all administration duties are carried out within timeframes and student records are up to date.
- Update all records associated with international student support ensuring records are completed in a timely manner.

Quality Management & Records Management

- Is aware, and continues to build an in depth understanding, of the legislative framework and respective compliance requirements, including child safety and quality standards, under which the International Student Program operates.
- Ensure CRICOS compliance is maintained.
- Prepare renewal applications for future audits.
- Manage data on the government database (PRISMS).
- Ensure all legislative procedures of the ESOS Framework are adhered to.
- Update College policies and procedures as required.
- Work collaboratively with the Enrolments Officer to ensure a smooth enrolment process.

Other

- Understands how the College is structured and organised to support student curriculum, extra-curricular, welfare, homestay, study and social needs and works with key members of staff to address any questions or concerns.
- Ensures risk management strategies, communication protocols and academic social and welfare support mechanisms that are customised to the needs of international students are adhered to.
- Appreciates and understands the cultural differences of international students and ensures expectations are made clear with regards to their needs and understanding related to schooling, learning styles, socialising and wellbeing.
- Maintains a good working knowledge of the Catholic school system.
- Is aware of respective school curriculum and reporting frameworks and the different parameters and procedures for international students pursuing tertiary studies.
- Is aware of key organisations in the local community that provide services and activities that can be accessed and utilised by international students and the College.
- Develops relationships with Homestay providers by providing them with information and regular College updates.
- Visits homestay providers when required and maintains a register.
- Builds and maintains networks with agents.
- Solves problems by working with students, families, homestay providers and the College community.
- Consults with and listens to the concerns and interests of parties.
- Reinforces, reviews and improves procedural and behavioural requirements as is appropriate.
- Other duties at the discretion of the Dean of International Students.



5.0 ESSENTIAL SKILLS

- Possess qualifications and experience relevant to the position requirements.
- Ability to speak Mandarin will be viewed favourably.
- Be able to liaise professionally and confidently with staff, students, parents and various internal and external stakeholders.
- Experience in the field of international students – management and organisation are desirable.
- Possess sound computer skills in Microsoft suite of products including emails.
- The ability and commitment to:
 - work in a team environment
 - enhance existing knowledge and skills
 - readily embrace and implement new technology where appropriate
 - work under pressure and manage deadlines
- Possess a valid Blue Card.

6.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the International Student Co-ordinator must act in accordance with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS

The International Student Co-ordinator reports to the Dean of International Students and ultimately the Principal of the College.