IELTS CENTRE ADMINISTRATOR

Full Time Position, 3 Year Contract
Location: Westmead Campus

UWS College Limited is a wholly owned entity of the University of Western Sydney and provides opportunities for international and Australian students with the delivery of diverse educational solutions. Employing over 200 staff and operating over 3 locations the College provides pathways to University through English, University Foundation & Diploma programs, coupled with Government supported adult migrant English programs, and continuing professional development programs.

The IELTS Centre Administrator is responsible to the Associate Director, English, for the management of the IELTS Test centre. The role is accountable for ensuring compliance with IELTS Australia regulations and UWSCollege policies and procedures to a high standard and that test events are staffed and resourced appropriately.

Selection Criteria

Essential Criteria

- Qualifications in administration and/or education with demonstrable education sector administration experience.
- Well developed interpersonal and oral communications skills, including the ability to liaise with management, staff and external consultants and establish effective professional relationships.
- Ability to maintain composure, balance workload and conflicting priorities and effectively handle difficult clients.
- Highly developed administrative and organisational skills in a high volume work environment with experience in timetabling and rostering.
- Strong computer literacy skills including demonstrated experience in word processing, databases and spreadsheets.
- Demonstrated analytical and problem solving skills, including an established record of exercising initiative.
- Skills is leading, developing, planning, managing, budgeting and implementing administration processes and procedures.
- Demonstrated commitment to providing high-quality customer service.
- Demonstrated proficiency in communicating in English both orally and in writing, including the ability to respond to routine and non-routine correspondence.

Desirable Criteria

- Experience working with International students or in a tertiary environment.
- Experience in maintaining and communicating compliance regulations, standards, codes, and practices with regulatory authorities. Eg. IELTS Australia, Cambridge, DIAC.
- Accredited IELTS examiner.

If this sounds like the next challenge you are looking for please forward a covering letter addressing the selection criteria and a resume today to:

UWSCollege Pty Limited
Human Resources
PO Box 224
Quakers Hill NSW 2763
Or Email: jobs.uwsc@uws.edu.au

Applications close on Friday, 8th April 2011

UWSCOLLEGE supports
Equal Opportunity, Occupational Health and Safety & Cultural Diversity