



Courage in Wisdom | Hope in Love

Job Description

Title:	Assistant College Registrar
Reports to:	The College Registrar
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	0.8 - Four days per week, with additional days as required, with some school holiday obligations
Employment Type:	Permanent Part-Time

Position Summary

Reporting to and working closely with the College Registrar, the Assistant Registrar is responsible for coordinating the student enrolment journey from initial parent enquiry through to a student's first day at South Coast Baptist College.

This role also supports the College's strategic planning by maintaining accurate enrolment records and assisting with the collection, analysis, and reporting of enrolment data.

Working collaboratively with the College Registrar, the Assistant Registrar plays a key role in delivering a professional, welcoming, and efficient experience for prospective families throughout the enrolment process. The position requires a high level of integrity, discretion, organisation, and customer service, along with the ability to build positive relationships with families and colleagues.

This is a customer-focused position requiring excellent interpersonal, written, and verbal communication skills, exceptional attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

This is a part-time position, working four days per week, with flexibility to work additional days as required. School holiday commitments include one week at the conclusion of each term and up to three weeks during the December/January break.

Job Description

The Assistant Registrar is responsible for supporting the effective administration of the College's enrolment process, ensuring accurate record management, coordinating interviews, maintaining enrolment documentation, and providing administrative support to the College Registrar.

Registration & Enrolment

- Coordinate the student registration and enrolment process from enquiry through to commencement.
- Maintain accurate student records and data within DigiStorm Funnel and Compass.
- Process and reconcile registration and enrolment deposit payments.
- Prepare, update, and collate interview documentation and enrolment packs.
- Coordinate enrolment interviews, including scheduling appointments and communicating with prospective families.
- Monitor and follow up outstanding enrolment documentation and signed contracts.



- Maintain accurate records of enrolment enquiries and applicants currently progressing through the enrolment process.
- Assist with the administration of international student enrolments and attend home visits where required (future requirement).
- Assist in collecting and preparing enrolment data for internal reporting and Government submissions.

Family Engagement & Promotion

- Provide a welcoming, professional, and responsive service to all prospective families.
- Maintain a positive public profile of the College to support enrolment growth.
- Assist with College Tours, Open Day, and other promotional and community engagement activities.
- Respond to enquiries promptly and build positive relationships with prospective families.
- Assist with communications to current and prospective families.
- Maintain, update, proofread, and prepare enrolment documentation and related communications.

Administration

- Provide day-to-day administrative support to the College Registrar.
- Liaise with Heads of School and Administration staff to facilitate enrolment processes.
- Attend meetings as required.
- Undertake additional administrative duties as directed by the College Registrar.

Selection Criteria

The successful applicant will have:

- Outstanding communication and interpersonal skills.
- Professional presentation and a strong customer focus.
- Exceptional attention to detail.
- Strong administrative experience and competence with software, particularly Office 365 and database management, along with the ability to learn new skills and processes.
- The ability to maintain confidentiality at all times.
- Demonstrated time management and organisational skills with a proven ability to prioritise tasks to meet competing deadlines in a busy environment.
- Proven ability to work autonomously and exercise initiative in carrying out duties.
- Ability to foster and support a cooperative work team environment.
- Intermediate computing skills, particularly in Word processing, spreadsheets and database management.
- Willingness to support the College's core values and Christian ethos.
- Ability to undertake after-hours work as required to attend required College functions and Open days.

Desirable Criteria

- Experience working in the Education sector
- Experience using Compass and DigiStrom - Funnel database software.



- Current St John Ambulance Certificate.
- Sound knowledge of all visa requirements and Government procedures relating to international students.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	