

DIRECTOR OF ENROLMENTS

Reporting to: Head of College

Location: Concordia College,
24 Winchester Street Highgate

Classification: As determined by the
College within the current *Lutheran
Schools SA Enterprise Agreement*

Tenure: Ongoing

Time Allowance: Full time with 6 weeks
annual leave

Role Description

The Director of Enrolments is a key leadership position within the College, responsible for developing and executing a comprehensive enrolments strategy to attract, enrol, and retain students, including international students, in alignment with Concordia College's Vision, Mission, Values, and strategic objectives. This role requires a strategic thinking professional who can navigate the challenges and opportunities of the College's growth within a dynamic and evolving demographic landscape.

As the face of the College's enrolments process, the Director of Enrolments will lead a team to deliver an outstanding enrolments journey while maintaining compliance with local and international regulations. The role demands exceptional energy, professionalism, initiative, engagement and attention to detail to position the school as a first-choice educational institution.

Essential Requirements

- qualifications and experience commensurate with the role
- completed Working with Children Check and Responding to Risks of Harm, Abuse & Neglect training

Selection Criteria

Enrolments

- significant knowledge of developing and implementing Enrolments strategy
- demonstrated understanding and experience in Enrolments
- ability to analyse demographic trends and market data
- ability to effectively manage end to end Enrolments process
- ability to manage and maintain the Enrolment database
- ability to assist in developing, improving and implementing enrolment processes
- demonstrated experience in generating, interpreting and providing complex and analytical reports
- demonstrated experience in leading and managing a team
- customer service experience

Competencies

- strategic planning
- policy and procedure development
- admissions management
- data management
- team leadership
- scholarship program management
- research and analysis
- budget management

Personal Qualities

- excellent interpersonal skills
 - exceptional energy
 - professionalism
 - initiative
 - engagement and attention to detail
 - reliable, punctual
 - able to work in a self-initiated and self-directed manner
 - highly developed formal and informal communication skills
 - organised, pro-active shows initiative
 - flexibility and adaptable approach
 - independent and team focused
 - mentors and shares knowledge with colleagues
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