The Enrolments Officer – Role Description

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Selection Criteria:

- Enrolments processing
- Preparation of invoices
- Student records
- Receipts, and
- Daily banking

List of Duties:

1 - Ensure that the office and front desk operations of GDC are conducted within the guidelines of sound business and financial practice.

2 – Manage and process all enrolled student enquiries and enrolment applications (Enrolment Flowchart)

3- Manage all student fee payments receipts and records.

4- Enter Enrolled students into GDC's Student Management System (Audit Answers)

5 - Manage and process all enrolled student training records including GDCs Qualifications Register. (Audit Answers)

6 - Manage and process all enrolled student assessment records. (Audit Answers)

7 - Provide accurate reports and Student records for safekeeping including all administrative documentation, address changes, student requests, student warnings, student complaints and appeals and all Course progress interventions as supplied by either the CEO or Compliance Manager

8 - Adhere to the Privacy Act 1988 in the management of personal information collected from enrolling students. (The Privacy Act 1988 is the principal piece of Australian legislation protecting the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information in the federal public sector and in the private sector.)

9- The Enrolments officer is responsible to maintain up to date records of the employment history and qualifications of all staff.

10- Manage the reporting of all AVETMISS data records as and when requested by the CEO

11- Other duties as required by the CEO