

Position Description – Prospective Student Coordinator

Updated 19/12/2025

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Student Recruitment
Supervisor	Manager, Prospective Student Team
Classification	Higher Education Officer Level 6
Employment Type	Continuing, full-time

POSITION SUMMARY

Under general to broad direction, the Prospective Student Coordinator is responsible for recruiting students for Flinders University foundation studies, undergraduate and postgraduate courses, by managing the lead generation, nurture and conversion of prospective students, coordinating a range of activities with external organisations, and undertaking project work to ensure the University achieves its Domestic Student targets.

The Office of Student Recruitment is responsible for developing and implementing recruitment, conversion and reengagement activities for foundation studies, undergraduate and postgraduate applicants to ensure that the Universities student recruitment targets are met.

Some out-of-hours work (evenings and weekends) will be required. Due to the nature of the position opportunities for leave may be limited at some times between November to February and May to September. Intra and Interstate travel may be required.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

KEY POSITION RESPONSIBILITIES

The Prospective Student Coordinator is accountable for:

1. Establishing and managing the lead generation, nurture and conversion of prospective students via direct channels, in accordance with approved guidelines and University policies, including developing a sales and pipeline management approach to lead generation, leads and conversion.
2. Undertaking project work to plan, develop and coordinate new and continuing initiatives to assist in the recruitment of students.
3. Coordinating and participating in domestic student recruitment and career events such as School Visits, Expos, Careers Fairs and University Open Days.
4. Reviewing systems and processes to identify, develop and implement continuous improvements that deliver high quality customer centric services
5. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification or an equivalent combination of relevant experience and/or education/training.
- Highly developed interpersonal and presentation skills with the ability to liaise with a wide range of external organisations, staff and current and prospective students and interpret and apply relevant policies and procedures.
- Excellent organisational and problem-solving skills with the ability to work independently and effectively in a busy environment, exercise initiative and judgement, determine and prioritise work and meet deadlines.
- Highly developed written and oral communication skills with the ability to communicate through a variety of mediums to a range of audiences and prepare reports and correspondence.
- Proven ability to work as a member of a team to achieve program/section goals.
- High level computing skills (Word, Excel and PowerPoint) and experience in the use of a computerised student information system (such as Student Two). Ability to learn new systems (e.g. CRM) to improve efficiency processes and recruitment outcomes.
- Knowledge of, and ability to implement best practice principles and standards for planning, developing and coordinating initiatives that engage and market to an audience resulting in a successful recruitment outcome.
- Relevant experience in community liaison, recruitment or marketing.
- Knowledge of Flinders University and the University's entry requirements and the SATAC application process.
- A current Class C Driver's Licence.