

Position Description – Prospective Student Coordinator (STEM)

Updated 7 August 2025

| POSITION DETAILS | |
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| 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 |
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| <p>Under general to broad direction, the Prospective Student Coordinator (STEM) is responsible for recruiting students for Flinders University undergraduate and postgraduate courses, by coordinating 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 STEM Domestic Student targets.</p> <p>The Prospective Student Coordinator (STEM) liaises with Academics and high school teachers to ensure activities, workshops and professional development are developed in accordance with university priorities and key stakeholder expectations.</p> <p>The Office of Prospect Management is responsible for developing and implementing recruitment, conversion and reengagement activities for foundation studies, undergraduate and postgraduate applicants to ensure that the University's student recruitment targets are met.</p> <p>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 December to February and May to September. Intra and Interstate travel may be required.</p> |

| UNIVERSITY EXPECTATIONS AND VALUES |
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| <p>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:</p> <ul style="list-style-type: none"> 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>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).</i></p> <p><i>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.</i></p> |

KEY POSITION RESPONSIBILITIES

The Prospective Student Coordinator (STEM) is accountable for:

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

KEY POSITION CAPABILITIES

- STEM Tertiary qualification or an equivalent combination of relevant experience and/or education/training.
- Relevant experience in student recruitment, business development or related areas (*Desirable*)
- Well-developed interpersonal and presentation skills with the ability to liaise with and enhance relationships 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.
- Well-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.
- An 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) with an 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.
- Knowledge of Flinders University and the University's entry requirements and the SATAC application process.
- A current Class C Driver's Licence.