



Student Records Officer (Graduations)

- **Continuous, Full Time position**
- **H0506 I \$65k-\$80k plus 17% superannuation**
- **Salary Packaging opportunities**
- **Ref: 1689A01/201980**

The Student Records Office is part of Student Management and is responsible for the administration of student enrolments, fees, results, academic progression, ESOS compliance, graduations and documentation. The office also has business ownership of the University's Student Management System, data quality in student systems and co-responsibility for reticulation of student data to related systems such as the Learning Management System and Library.

The Role

The Student Records Officer (Graduations) is responsible for the administration of student records, with a key focus on student course completion, graduations and results. The role responds to requests for advice and information on enrolments, results, and progression from students and external stakeholders. Using the Callista Student Management system, the Student Records Officer (Graduations) also processes student graduations and unit results.

Skills and Experience

- Highly effective communication, customer service and interpersonal skills.
- Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
- A high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
- A high level of computer literacy.

Applicants should refer to the Position Description for further detail on the duties, skills and experience required for this role.

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Prospective staff can expect to enjoy the lively, natural campus and dynamic work environment, as well as a range of benefits and services unique to employment at Murdoch. There's never been a better time to join us.

For more information or to apply:

Please visit <http://jobs.murdoch.edu.au/> to view the Guide for Applicants and Position Description. Here you will also find the online form to submit your application.

Closing date: 17 May 2018 (11:59pm)