

## ENROLMENT OFFICER (ADMINISTRATION SUPPORT)

**Status:** .8 - 1fte ongoing

**Commencing:** 15 July 2024 (Term 3)

The Enrolment Officer (Administration Support) will play a significant role in knowing and telling the story of the College.

The Enrolment Officer (Administration Support) will provide enrolment advice to prospective families, administer enrolment paperwork and ensure associated data entry is completed to a high standard thus contributing to the smooth operation of the College in ensuring a quality Catholic experience for our families and staff.

The position is currently advertised on Seek and on the CEWA employment portal.

Confidential enquiries may be made by contacting Ms Anita O'Donohue, College Principal at the email address below.

### **To apply please submit:**

- A detailed covering letter (maximum 2 pages) addressed to the Principal, Ms Anita O'Donohue. Please refer to required skills, as per the Job Description.
- A current Resume stating relevant experience and including academic transcripts and contact details of three confidential referees.
- Please note that referees will be contacted prior to interview

Applications to be emailed to [admin@stmarcellin.wa.edu.au](mailto:admin@stmarcellin.wa.edu.au)

Applications close at 4.00pm, Tuesday 18 June, 2024