



COMMUNITY COLLEGE-NORTHERN INLAND INC.

Barraba Bingara Gunnedah Inverell Narrabri Moree Warialda

Job Title: CAMPUS COORDINATOR

Approved By: EXECUTIVE OFFICER

Approved Date: 2ND August 2018

Position Purpose:

This position is responsible to the Executive Officer for the running of the local campus and outreaches of Community College Northern Inland Inc. The campus coordinator is required to research, plan and coordinate the delivery of a range of education and training courses for the local community. The campus coordinator will:

- Be the local “face” of the college.
- Research and report adult community needs and organise courses in response to the identified needs of people and businesses in the community in order to plan and collate an education and vocational training program.
- Build and maintain relationships with referral agencies and local businesses to be their RTO of choice for their clients and staff.
- Organise courses and activities including; assisting with recruitment of tutors, selecting times, dates and venues and arrange course resourcing in line with ASQA and funding body requirements.
- Provide front line customer service, administration of student enrolments and classes using a third-party student management system.
- Provide day-to-day management of the campus facilities and training resource requirements and external venue requirements.
- Provide day-to-day support to trainers, facilitators and visiting staff.
- Provide student support and referrals.
- Meet ASQA and NSW DOI standards and guidelines including providing reports.
- Organise and prepare content for marketing including photos and testimonials.
- The position is up to full-time. Evening and weekend work can be expected and some flexibility around hours is required. The position will be based in the college premises. Some travel will also be required.

Essential Criteria:

- Local community involvement, knowledge of the district community or the ability to develop local networks and sustain partnerships.
- Intermediate skills in Microsoft 365 or similar cloud system including Word, Outlook and Excel.
- Demonstrated skills in business development and promotion.
- Intermediate skills in email and file management.
- Experience using third-party software and apps such as student management systems, office software and social media platforms.
- Accurate data entry skills.
- Excellent planning skills with attention to detail and customer focus.
- Excellent written and verbal communication and customer service skills.
- Driver’s license and access to a vehicle with comprehensive insurance.
- Ability to work independently with a minimum of supervision.
- Experience developing and leading a team of workers.
- Experience in a confidential environment and able to use good judgement (common sense).
- To be appointed to this role you must provide a current working with children check and national police clearance certificate.



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Desirable Criteria:

- Certificate IV Training and Assessment.
- Business or administration qualifications.
- Understanding and experience of the vocational education and training sector.
- Experience coordinating and / or delivering funded programs.

General Responsibilities:

- Research and report adult community needs and try to organise courses in response to the identified needs of people and businesses in the community. Organise and prepare information for the course guide including photos and testimonials.
- Build and maintain a relationship with referral agencies and local businesses to be their RTO of choice for their clients and staff.
- Plan and collate an education and vocational training program for the local community and distribute the Course Guide to businesses in the local community; eg. through the local newspaper and door-to-door distribution.
- Organise courses and activities including; assisting with the employment of tutors, selecting times, dates and venues and arranging course resources.
- Managing premises, including any external users of the College premises as well as external venues when required by the College for training purposes. Secure premises after classes and set security systems in place when necessary for evening and weekend classes.
- Oversee and monitor work of the training staff, including flexible work arrangements and trainers' performances.
- Oversee WHS at the College. Identify and rectify minor faults in equipment, including regular maintenance / replacement of everyday equipment, organising regular servicing of fire safety equipment and the testing and tagging of College electrical equipment as well as, the cleanliness of the office and College training rooms.
- Cost leisure courses including tutor wages, travel and resources in conjunction with the Executive Officer.
- Enter trainer class attendance in onCourse, collect trainers' timesheets as well as additional travel expenses or reimbursement claims - sign these documents and forward to the CCNI accounts department for payment to trainers.
- Liaise with the Executive Officer and Marketing Officer in the preparation of advertisements, editorials and other promotional media materials for approval for radio promotions and newspaper publications.
- Send and receive mail and emails.
- Attend to enrolment transfers and refunds when necessary.
- Provide good customer service to visitors, students and trainers at all times whether by phone or face-to-face contact. Handle sensitive enquiries with tact and discretion.
- Enrol participants in courses and follow student progress / course satisfaction where practical. Support students who identify with a disability and offer students tutorial support when necessary to assist with the completion of units in accredited courses.
- Ensure smooth running of College courses – responsibility for the start of each course, arrange keys to premises, introduce tutors and students and prepare the venue for training.
- When necessary mentor staff and students.
- Ensure prompt flow of documentation in relation to all College activities to the Barraba head office.
- Maintain regular phone / email contact with the Executive Officer to report on activities and potential problems.



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- Compile regular college reports for the Executive Officer regarding the educational activities of the campus and provide pertinent information which may contribute to the overall decision making by the Committee.
- Attend CCNI meetings and professional development activities as they arise as well as attending local community meetings, Chamber of Commerce and public meetings applicable for the creation of future business opportunities for the College.
- Carry out duties as directed by the Executive Officer and the Management Committee.
- Give support and advice to trainers and administration support staff to ensure harmonious relationships and the smooth running of the College. Refer difficult queries and problems to the Executive Officer.
- Plan and manage staff meetings to develop relations and create positive and cooperative teamwork within the College.
- Monitor own performance of allocated tasks.