

Mount Roskill Grammar School



Position title: International Administrator
Grade: 2
Employment: Permanent, part-time, Term time only
Hours of position: 25 hours per week
Team: International Department
Reports to: International Director
Direct reports: Nil

Date of Position Description: August 2023

Scope:	<p>Provides support to the International Department by attending to administrative tasks, student support and marketing support.</p> <p>Ensures that responsibilities are carried out in a positive, effective, and professional manner that is conducive to the philosophy of MRGS.</p>
Key Accountabilities:	<ul style="list-style-type: none"> • Ensures that insurance and visa applications are prepared accurately and in a timely manner. • Administers the KAMAR database and keeps information relating to insurance and visas up to date. • Relationship management of families, agents and students. • Provides marketing support as required. This may include the development of marketing materials for both local and international agents and markets and local agent visits. • Supports the Accommodation co-ordinator including home visits as required. • Assists with the co-ordination of short-term group visits, including student support, liaison with staff and visitors as required. • Prioritises student welfare including school interviews to ensure that each student enjoys a safe, code-compliant environment. This may include the emergency phone and out of hours services for students (such as doctor visits) as and when required. • Assists delivery of a comprehensive orientation/ induction for students with other International Staff. • Assists with school trips as required. • Ensures pastoral care processes comply with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. • Transports students to the Doctor, Police, airport or home as required. • Receives and assists visitors, staff, and students with international enquiries in a timely and courteous manner. • Continues to grow and develop skills to contribute to the achievement of personal and school goals • Carry out other duties as requested by the International Director, Business Manager and/or other senior leadership team members in an effective and professional manner.
Typical work contacts:	<p>Internal: Students, Other School Staff, International Students</p> <p>External: Home stay parents, Designated Caregivers, Parents, Guardians, Agents.</p>