

JOB ADVERTISEMENT

ADMISSIONS OFFICER

Employment Type: Casual (5-20 hours per week)

Location: National/Remote (work from your home office)

Teach For Australia would like to acknowledge the many Traditional Custodians of the lands throughout Australia. We pay our respects to their Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Australia's first peoples.

About the Position

Admissions Officers play a critical role in the selection of Associates for our [Leadership Development Program](#), in order to provide our least advantaged students with the most impactful teachers and leaders in Australia. This role presents an invaluable opportunity to hone your professional acumen in hiring and assessing talent against criterion, whether that be in school leadership positions, or efficiently and equitably hiring talent in industry.

Practical Details

- Casual role required during peak recruitment season: February to November
- Variable hours per week – between 7am – 9pm, Monday to Friday with occasional Saturday work.
- Predominantly home office-based (assessing candidates' online application, virtual interview, Selection Day assessments, transcript analysis and outcome and feedback calls with candidates).
- In person Selection Day component - physical attendance will be required during the day (weekdays, ~8am – 6pm), in line with Covid-19 protocols
- For those willing, some intra and interstate travel, however it is not essential to the role.
- Initial rigorous training will be provided, along with ongoing coaching and feedback.

About You

- Have a deep passion for our vision and a strong fit with our Core Values
- Strong communication and interpersonal skills
- Naturally inquisitive, with excellent attention to detail
- Able to connect with people in a professional and personable way
- Enjoy working within a structured selection framework, and able to synthesise large pieces of information to create a holistic picture to assess for candidate potential
- Enjoy working independently, as well as within a team

Teach For Australia encourages applicants of all backgrounds to apply.

How to Apply

For an opportunity to take your place in this life-changing organisation:

1. [Apply here](#), by 11.59pm AEDT on **Sunday October 31, 2021**, and
2. Email your CV to jobs@teachforaustralia.org, with the subject line 'Application: Admissions Officer' (ensure your CV is clearly labelled with your full name.)

All enquiries can be directed to jobs@teachforaustralia.org.

Please note that you must have the appropriate right to work in Australia in order to be eligible for this role. Successful candidates will be required to undertake a National Police Clearance, and obtain a valid Working With Children Check.

For more information about Teach For Australia and its impact on educational disadvantage, please visit <https://teachforaustralia.org/>.

JOB DESCRIPTION

Department:	Recruitment	Employment type:	Casual
Reports to:	Selection Specialist	Financial accountability:	\$NIL
Reports:	0 first level (direct) 0 second level (indirect)	Location:	National/Remote

Role Purpose

The purpose of this role is to assess and select candidates through a rigorous, multi stage process, to enter the Teach For Australia Leadership Development Program (LDP).

Qualifications and Experience

Desirable

- Experience in recruitment, selection AND/OR admissions
- At least two years relevant experience in a dynamic working environment
- Experience using Salesforce CRM
- Experience using Zoom
- Experience working as an Associate or staff member with a Teach For All network partner

Skills, Attributes and Knowledge

Essential

- Passion for our vision, with a strong fit with our core values
- Strong analytic ability when drawing from evidence, and an evidence-orientation
- Attention to detail and ability to accurately capture observational data in a short space of time
- Consistent manner - professional and emotionally resilient
- Passionate about equity, in particular removing potential bias and giving all applicants a fair go
- Strong communication and interpersonal skills (including strong presentation skills)
- Effective listening skills and an inquisitive nature
- Flexibility – comfortable working within ambiguity
- Appetite to learn and develop
- Strong work ethic – an orientation to work efficiently and effectively

Primary Accountabilities

- Using sound judgement in executing assessor and associated duties as part of the selection process for the Teach For Australia Leadership Development Program, which includes:
 - Screening Online Applications
 - Conducting Virtual Interviews
 - Conducting Virtual Selection Days
 - Transcript Assessments
- Attendance of team meetings and training
- Support in candidate feedback for both positive and negative outcomes
- Support other virtual admissions tasks as required
- Support with candidate onboarding as required
- Use evidence gathered to assess, score and make recommendations on candidates
- Engage, inspire and build community and connection amongst Incoming Associates



Our Values

Serve the Students

Everyone at TFA works in service of our vision for children and young people: an Australia where education gives every child, regardless of background, greater choice for their future. Our partnerships – with teachers and leaders in schools and across communities, organisations and systems – is in service of making their future fairer and brighter.

Have High Expectations

Having high expectations – for ourselves, of others, and of what should be possible for students – is essential. The students we serve deserve no less. This does not mean setting unrealistic expectations that cannot be met, however this does mean having a sense of possibility and being motivated by a bold ambition.

Make It Happen

To best serve students and their futures, we know there is a lot of work to be done. Not all of it will be straightforward. We act with deliberate intent. 'Hope is not a strategy'; we use data, creativity and the wisdom of experience to plan then execute. Our work is a marathon not a sprint, so we pace ourselves, working hard and smart.

Get There Together

We have a big vision and mission. We can't – and won't – achieve it on our own. Authentic, mutually reciprocal relationships come first. We know that relationships – with students, colleagues, the TFA community, and countless others involved in this work – underpin everything else. Through trusting relationships, we can harness the power of collaboration and foster a collective sense of belonging.

Celebrate Along the Way

We find joy and possibility in the big vision of what could be. We celebrate the strength and uniqueness of every student, and those who work in service of them. To sustain ourselves, we strive to laugh often and celebrate the small wins along the way. We believe in acknowledging contributions, recognising how far we have come by leveraging our strengths, and working with gratitude, humour and a bit of fun to keep us motivated for the journey ahead.

