

## POSITION DESCRIPTION

<b>Role Title:</b>	Admissions and Placement Officer	<b>Position Number</b>	107
<b>Function:</b>	RAMP – Admissions and Placement Team	<b>Position Classification:</b>	SCHADS 2
<b>Reports To:</b>	Placement and School Engagement Advisor	<b>Last Updated:</b>	May 2026

### Role Purpose

The Admissions and Placement Officer plays a key role in delivering rigorous, multi-stage selection processes while providing high-level administrative support across the candidate journey. This role ensures a seamless and equitable experience from application through to placement, contributing to a diverse and high-quality pipeline of participants for Teach For Australia’s programs and ultimately supporting better outcomes for students and communities.

### Qualifications and Experience

#### Essential

- Experience in administrative support and/or customer service
- Experience in a fast-paced, high-volume workplace
- Experience in recruitment, selection AND/OR admissions of candidates

#### Desirable

- Relevant experience in a dynamic working environment with high-volume pipeline or in human resources
- Experience using a Customer Relationship Management system or Applicant Tracking System; ideally Salesforce CRM
- Experience using Zoom and Microsoft Teams
- Experience working as an Associate or staff member with a Teach For All network partner
- Experience working in secondary or tertiary education
- Relevant qualification or equivalent experience

### 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 and / or process high volumes of data to a deadline.
- Consistent manner - professional and emotionally resilient.
- Passionate about equity, in particular removing potential bias and giving all applicants a fair go.
- Strong written & verbal 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.
- Ability to deal efficiently and tactfully with sensitive and confidential matters with internal and external stakeholders.
- Strong work ethic – an orientation to work efficiently and effectively.
- Data processing skills (high accuracy and consistency).

## **Primary Accountabilities**

### ***General Administrative Support***

- Provide high-quality administrative support across the end-to-end admissions and placement lifecycle
- Ensure accurate, timely, and organised coordination of processes, communications, and documentation
- Collaborate with team members to manage and resolve queries across shared inboxes and communication channels
- Support data integrity through accurate data entry, maintenance, and reporting

### ***Onboarding & Placement Support***

- Provide responsive customer support to Associates and partner schools via email and phone
- Support the coordination and delivery of placement, practicum, and school engagement processes
- Assist in preparing and distributing placement-related communications and documentation
- Monitor and support Associate compliance with program requirements and regulatory obligations
- Contribute to efficient onboarding processes to ensure a smooth transition into placement

### ***Admissions & Candidate Assessment Support***

- Support the delivery of a rigorous, multi-stage candidate assessment and selection process
- Coordinate administrative components of assessment activities, including scheduling, communications, and documentation
- Help ensure a seamless, equitable, and engaging candidate experience throughout the admissions process
- Assist in building and maintaining a diverse, high-quality candidate pipeline across programs (Leadership Development Program, Undergraduate Teaching Program, and others as required)

### ***Reconciliation and DEIB (Diversity, Equity, Inclusion, and Belonging) Accountabilities***

- Demonstrate openness, curiosity, and respect towards TFA's commitment to Reconciliation, Diversity, Belonging and Inclusion in a way that aligns to your personal learning journey in a professional setting. This may include, but is not limited to; joining internal committees, engaging in professional learning sessions, supporting members of your team in their learnings, leaning into work in this space outside the scope of your role, supporting your Functional area to drive strategic Reconciliation/DEIB initiatives etc.