

**Position: Administration Officer (Student Records)**

**Part Time Permanent Position 25 hours per week**

OVERVIEW: The North Ringwood Community House Inc (NRCHI) is a not for profit community based organisation and a Registered Training Organisation. Programs and activities are developed according to local community needs and include accredited training in aged care, home & community care & disability work, short computer courses, a broad range of leisure & hobby courses, health & fitness classes and social groups. The Community House is an incorporated association and is governed by a voluntary Board of Governance.

We are looking for an Administration Officer with strong attention to detail and proven experience in student record management to join our friendly team.

KEY SELECTION CRITERIA:

* Proven experience in student record management
* Knowledge of the Vocational Education and Training sector desirable
* Well developed computer skills.
* High levels of organisational skills, time management skills and ability to multi task.
* Strong attention to detail.
* A current National Police Check and Working with Children Check.
* Proficiency in Vettrak student management system desirable
* Knowledge of Moodle Learner management system desirable.

KEY RESPONSIBILITY AREAS:

* Maintain and provide the data information of all training activities
* Data entry of student and client information
* Maintain qualifications register and issue RTO certificates
* Maintain student enrolment database for all RTO courses
* Maintain student records in accordance with RTO compliance requirements
* Prepare student documentation and teaching materials
* Student invoicing and payments
* Prepare student paperwork and feedback reports for workplace visits
* Assist with internal audits against National Standards and funding contracts
* Maintain Learner Management System (Moodle)
* Coordinate ACFE pre-accredited AFrame delivery
* Reception relief

BENEFITS:

* Small close knit and supportive team
* Part time hours 9-3.45pm 4 days per week (some flexibility on days and hours)
* Free parking onsite

Applicants must include a cover letter, response to the key selection criteria and a current resume to: The CEO [nrch@bigpond.net.au](mailto:nrch@bigpond.net.au)

Please note only shortlisted applicants will be notified.