



Griffith College

JOB DESCRIPTION

Griffith College

Job title	Sales and Course Administrator
Reporting to	Short Courses Manager
Hours	09:00 - 17:30 Monday – Friday (to include some evening and weekend work)

Sales and Marketing:

- Achieve Targets and Departmental Budget
- Answering incoming enquiry Calls
- Responding to email enquiries
- Phone sales
- Sales flyers/advertising
- Attendance at Exhibitions and Open Evenings
- Monitor Competitors

New Courses Starting Short-term & IT

- Generate New Courses
- Welcome and Induction for courses starting
- Semesterised and End of Course Assessments

Admissions

- Process applications
- Invite students to register online and assist with any queries
- Follow up on student enquiries

Course Administration

- Generate course Schedules
- Room bookings
- Update Course handbooks
- Exam papers and assignment submitted by Lecturer to office, checked and sent for approval to validating body
- Assignment collection
- Follow up on course payments
- Student registration for exams
- Exam Processing
- Assist with Graduation Ceremony