



WHITLEY
COLLEGE

Whitley College
50 The Avenue, Parkville, VIC 3052
PO Box 134 Parkville, VIC 3052
Melbourne, Australia

Position: Registrar
Date: 23 March 2023
Hours: 0.6 EFT
Reports to: Dean of Education

Whitley College

As the Baptist College of Victoria and as an agency of the Baptist Union, Whitley College provides high quality theological educational resources to all of those committed to the call of God and to the life and mission of the Church in a rapidly changing society. In offering theological education through a comprehensive range of diplomas and degrees accredited by the University of Divinity, professional development opportunities, advanced research programs, and innovative and flexible training initiatives, Whitley seeks to fulfil its mission to equip men and women for leadership and service in a variety of ministries in church and society. Whitley is committed to creating an even stronger and dynamic learning environment for students and to develop further the relationships with partners and stakeholders.

University of Divinity

Whitley College is one of the twelve colleges of the University of Divinity and part of its collegiate structure. The University of Divinity promotes the highest standards of scholarship in theology, philosophy, and ministry. Through scholarship, the University aims to address the issues of the contemporary world. Founded in 1910 as the Melbourne College of Divinity, the University has a long history of pursuing and achieving these aims.

Primary objectives

In its Strategic Plan 2019-2024, Whitley College has formulated goals that specifically focus on ensuring educational programs for a variety of audiences: students who study for ordination in a role as a Baptist minister, those who study for more vocational roles or students who study to explore theological studies for their formation in general. In this context Whitley College is seeking a person to fulfil the position a Registrar. Whitley College is looking for a registrar to join our administrative team to help nurture students through the student life cycle of our college. Together with the Dean of Education, the Dean of Students and other members of the team, the Registrar will ensure that students have high-quality advice and information on how to progress through their studies. The Registrar will maintain high-quality information on student enrolments and progress for the success of applicants and work with the team on the strategic development of the college's student services.

Key responsibilities

- Maintain accurate records for all aspects of the student journey.
- Ensure students are appropriately registered for units and awards.
- Provide advice to students on course plans and progress.
- Support students with changes to their programs.

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- Provide strategic reports to the Executive and Whitley Council via the Dean of Education and Principal.
- Liaise with the University of Divinity and College staff on student services.
- Provide critical information to staff of the College for teaching and other student-oriented activities.
- Work with the Student Services Team and the Dean of Students on developing and improving new systems to improve the student journey.
- Participate in the communal life of the College, in prayers, fellowship activities and staff meetings.

Key skills and competencies

- Student focused.
- Proven experience in student administration in an academic context and administrative skills for planning and organising the parts of the program under supervision of the Dean of Education.
- Demonstrated organisational ability and time management skills, including the ability to manage competing demands, prioritising tasks to ensure that work is completed in a timely manner, with high attention for detail and accuracy.
- Highly developed interpersonal skills and a helpful and professional manner supporting the ability to communicate effectively, clearly, and sensitively with a diverse range of people.
- Able to engage with and interpret policies.
- Appreciation and enthusiasm for the work of the BUV churches and pastors.
- Experienced in providing pastoral support, coaching, and mentoring to students.
- Membership in, or at least familiarity and agreement with, the Baptist community and its beliefs.
- Commitment to the values, strategic goals and culture of Whitley College.
- Lived affirmation of Whitley College's graduate attributes.

Prospective and interested candidates may direct inquiries to the Principal of Whitley College, Rev Professor René Erwich (by email rerwich@whitley.edu.au , by phone [0447 571964](tel:0447571964)).

Applications

Interested candidates for the role are kindly requested to submit their application with full curriculum vitae, a cover letter and 3 letters of reference, included in the application, no later than **April 22, 2023**, to lmitchell@whitley.edu.au.

Review of the applications will begin immediately after **April 22, 2023**. The successful applicant will be expected to take up the position by **1 June 2023**.

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