



## Epsom Girls Grammar School Vision and Values

*Vision: Enabling students to be confident, active, resilient learners*

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

*Values: Compassion, courage, curiosity, community*

### Position:

#### **International Services Officer**

Permanent, part time - 25 hr per week (52 weeks)  
Administrative position to ensure the smooth running of the International Department, including support of the Director and staff of the International Department

### Responsible to:

Director of International students

### Direct involvement with:

International department staff/ Teaching and non-teaching Staff/  
Students/residential caregivers/parents/agents

### Primary responsibility:

To be professional in all dealings with, staff and students, parents and agents  
To ensure that all procedures are followed with regard to International Students.  
To provide the necessary support for the Director of International Students, Dean and Accommodation Coordinators.

### Key Tasks: duties include but are not limited to:

- processing student applications
- invoicing, processing and receipting payments
- monitoring visas and insurance expiry dates
- assisting students with visa renewals when required
- maintaining an accurate student management database
- keeping website information up to date and update marketing information
- organising orientation, leavers, and summer programme events
- liaising with agents, enrolment manager and finance team.
- promptly responding to enquiries both by phone and email



# Epsom Girls Grammar School International

## **Key Skills:**

The ideal candidate will preferably have previous administrative work experience.

## **The successful applicant should be someone who has:**

- Ability to practice collaboratively as a team member and support the Director of International Students effectively.
- Strong administrative skills
- Effective organisational and strong independent work ethic.
- Excellent interpersonal and communication skills.
- excellent time management skills
- A systematic approach to task and attention to detail within set time frames
- Sound literacy and numeracy skills.
- Ability to maintain confidentiality.
- Ability to demonstrate flexibility within the role
- Integrity and Knowledge of legal framework in which to handle personal and confidential information
- Advanced level of IT skills (Word processing- Excel- Outlook- Student management database)