Accredited in 2011, St Athanasius Coptic Orthodox Theological College (SACOTC) is a young Christian college and one of the 11 member colleges of the University of Divinity. The College offers high quality courses by qualified professionals in Christian theology. SACOTC holds a unique position to maximize an enormous growth potential and is seeking an energetic, motivated and committed Registrar to join the team.

The college is looking to appoint a candidate who brings leadership and expertise to the delivery of high quality, client-focused, academic and student support services. The role has a broad range of responsibilities and reports to the Dean of the college.

Primary Objectives of the Position:
1. Develop and implement student recruitment and retention strategies that maximise and maintain enrolments in all areas of the College to contribute to the ongoing success of the College.
2. Promote the College to the wider community and assist prospective students in their enrolment.

This is a full-time (38 hours/week), permanent position, however you will be required to fulfil the necessary duties of the role and this may include some after-hours work. The Registrar will liaise with the Dean, Council, Academic Board, Faculty and Finance department to ensure the smooth operation of the college.

The successful candidate will be someone who has a commitment to model and uphold the principles and values of SACOTC, and has experience working in an educational environment. There is also a need for proficiency with information technology, including learning management and database systems. A relevant tertiary qualification in theology and or education would be looked upon favorably.

For further information, please contact the Personal Assistant to the Dean, Mrs Dorothy Kalageropoulo in on 8872 8450 during business hours, or email secretary@melbcopts.org.au

Applications must be received by 30 October 2015:
Mrs Dorothy Kalageropoulos
Personal Assistant to the Dean
St Athanasius Coptic Orthodox Theological College
PO Box 1153
North Mitcham, VIC 3132