Executive Director, Student Administration

An exciting and rare opportunity exists for an outstanding leader in student administration with our successful regionally based university.

CSU is the largest university in Australia located outside a major capital city with over 2,000 permanent staff and around 40,000 students from every state and territory in Australia and also from overseas.

The University has an annual turnover of AUD$535M and assets valued at AUD$1.4B applied to its virtual and nine physical campuses, located at Albury-Wodonga, Bathurst, Canberra, Dubbo, Goulburn, Orange, Parramatta, Port Macquarie and Wagga Wagga. CSU also has Study Centres in Sydney and Melbourne catering to international students and a Regional University Centre in Wangaratta. The broad geographic spread of CSU’s campuses and its extensive reach online allows the University to serve the distinct needs of diverse communities from northern New South Wales through central Victoria and beyond. Critical to the success of CSU has been the strategic development of campuses through multi-nodal delivery. CSU has eschewed the traditional hub and spoke model of multi-campus universities, promoting the benefits of multi-nodal curriculum delivery. This model has enabled delivery of a broader range of courses at a high level of quality at each campus, and allowed expansion of the University’s course profile and geographic reach over many years.

The Division of Student Administration is responsible for the strategic management, development and support of all administrative aspects of the student lifecycle from admission to graduation. The mission of the Division is to provide effective, client focussed and sustainable services and systems to support students and the learning, teaching and research activities of the University.

The Executive Director, Student Administration is accountable to the Deputy Vice-Chancellor (Administration) for setting the direction and overseeing the range of services provided by the Division. The Division oversees 127 full time equivalent staff with a budget of AUD$11.5M allocated to student administration operations and infrastructure divided between two directorships; Standards and Development and Client Engagement.
Critical to this role is:

- Highly skilled staff leadership and motivation including the development of a student-centred culture.
- High level understanding of ‘best practice’ in business processes applicable to a geographically diverse higher education institution.
- High level ability to lead and to facilitate strategic planning processes, organisational change and project management which align to organisational objectives.
- Demonstrated commitment to services management, delivery and continuous improvement.
- Proven expertise in providing high level and strategic advice and guidance on trends and developments that relate to the current and future requirements of internal stakeholders and business owners.

To obtain a copy of the Information for Applicants booklet containing details of the positions and the application requirements, please visit www.csu.edu.au/jobs/home/senior-appoint.

Applications Close Monday 17 October 2016