SELECTION OFFICER RESPONSIBILITIES: Generic

1. Negotiate with Head sufficient time allowance in workplan to effectively undertake the role
2. Have sufficient computer literacy to fulfil requirements of selection and requesting offers on the VTAC database
3. Undertake mandatory training for the role. This will include training on the use of the VTAC system and/or the AMS Direct Application system.
4. Know what the commencing, returning and total load target for the program is for all fund sources.
5. Know how to access AMS/OPIS in order to monitor enrolments.
6. Abide by the VTAC Code of Conduct
7. Ensure that the timing of selection tools requiring attendance at the university do not clash with VCE exams
8. Respond accurately to queries from all prospective students, their teachers and parents relating to application, selection and enrolment
9. Ensure that selection is transparent, fair, equitable, and defensible (i.e. selection criteria are documented, shared, applied consistently, and are valid (i.e. all applicants have equal opportunity to demonstrate the attributes which are being assessed via the published selection modes)
10. Meet RMIT and VTAC deadlines
11. Meet all requests for information from the Admissions Office by the specified deadline
12. Attend all selection meetings as required
13. Provide all relevant School/Faculty/Admissions staff with complete and accurate contact details for the admissions period
14. Be contactable during the whole selection period
15. Ensure that the principles in relation to the selection of full-fee undergraduate student are adhered to
16. Ensure rapid turnaround of international and postgraduate coursework applications (within 48 hours)
17. Ensure that your VTAC username and password remain confidential
18. Ensure that all people involved in the selection process (e.g. externals who may be involved on selection panels) are fully briefed on the selection criteria, rules and regulations, etc.
19. Ensure that interviews of applicants are conducted in a proper and ethical manner and a written record is kept
20. Liaise as required with University case managers on equity-related applications

Performance Indicators
1. No. of deadlines met
2. % of applicants with selection decision entered
3. No. of complaints
4. No. of appeals