



POSITION VACANT | REGISTRAR & LIBRARY TECHNICIAN AT ST ATHANASIUS COLLEGE

St Athanasius College (SAC) calls for Expressions of Interest for the position of **Registrar and Library Technician**

ABOUT ST ATHANASIUS COLLEGE (SAC):

St Athanasius College is a leading Orthodox theological institution, offering undergraduate and postgraduate degrees in theology and related disciplines accredited through the University of Divinity. Committed to academic excellence, spiritual formation, and service to the wider community, SAC fosters a vibrant learning environment grounded in the Orthodox Christian tradition.

THE OPPORTUNITY:

We invite applications from a motivated and adaptable professional to take on the dual role of **Registrar and Library Technician**. In this position you will have responsibility for the administration of student enrolments, academic records, and compliance requirements, as well as support the College's teaching, learning and research through library and information services. This position reports to the College Academic Dean.

The position is part-time (3 days a week), fixed term for an initial period of 1 year. Occasional after-hours attendance is required e.g., for graduation ceremonies, public lectures, etc. Whilst the position is based at SAC's Donvale campus in Melbourne, flexible working arrangements may be negotiated with the successful candidate.

ABOUT YOU:

Essential

- Tertiary qualification and/or experience in higher education administration
- Strong interpersonal, communication and teamwork skills and commitment to fostering positive relationships
- Strong organisational and time management skills
- Initiative and problem-solving abilities
- Ability to work both independently and collaboratively within a team
- Attention to detail and commitment to data integrity
- Proficient in Microsoft Office Suite, particularly Excel for data analysis

Desirable

- Experience with student information systems or assessment platforms
- Knowledge of tertiary admission processes and quality frameworks
- Knowledge of Library Management System and library practices



POSITION DESCRIPTION:

1) REGISTRAR: Role and Relationships

The Registrar provides administrative support to all aspects of the relationship between students, SAC, and the University of Divinity. The Registrar works closely with SAC's Academic Dean, the Dean of Academic Programs, and the Student Services team and staff in the Office of the Vice-Chancellor.

Responsibilities

The Registrar plays a leading role in:

- Representing SAC at University Registrar committee meetings, and supporting the student journey from enquiry, through application, admission and enrolment each year, to managing graduation processes in liaison with the Office of the Vice-Chancellor
- Providing students information about entry requirements, application documents and the availability of support services to students (as required by the Higher Education Standards Framework)
- Managing student records and data entry
- Scheduling units in the Unit Management System
- Supporting users of the Learning Management System and Student Record System
- Information management of SAC website, prospectus, and marketing collateral

2) LIBRARY TECHNICIAN: Role and Relationships

The Library Technician is responsible for the provision of information services to support the teaching, learning, and research activities of the faculty and students of SAC.

Responsibilities

- The Library Technician plays a leading role in representing SAC at University Library committee meetings
- Ensuring that library services meet the needs of the College community
- Providing orientation, information, training and support to students and faculty on all aspects pertaining to Library Services
- Purchasing, processing, and cataloguing library resources
- Management of the library management system

HOW TO APPLY & CLOSING DATE:

Please email your CV together with a cover letter which addresses the key selection criteria to

HR@sac.edu.au

Applications will close on **Friday 17 October at 5pm**. Applications will be assessed upon receipt. All applicants must have full working rights within Australia to be considered.