



Position Description

Position Details			
Business Entity	Kaplan Professional	Department	Operations
Job Title	Assessment Administrator	Location	Sydney
Reports To	Course Operations Manager	Direct Reports	0

Overall Purpose

The Assessment Administrator is responsible for administration and all required reporting associated with Kaplan Professional student assessment milestones and events.

Key Responsibilities

- Coordinate assessment setup, verification, record keeping and delivery of all Kaplan Professional courses
- Coordinate, communicate and administer subject and course completion for all Kaplan Professional courses
- Develop and maintain assessment schedules, online resources and formal documents for all Kaplan Professional higher education courses (student and assessor materials)
- Contribute and participate in various projects and reporting tasks as required
- Contribute to a supportive, positive, safe workplace
- Approach your work with integrity and accountability in line with all Kaplan policies and procedures

Qualifications and Skills

Essential

- Previous experience working in an administration function in a vocational or tertiary education sector
- Previous experience in administering subject and course completion processes
- Working knowledge of Salesforce, Moodle and Turnitin
- Intermediate data analysis and reporting skills
- Excellent attention to detail with accurate data entry skills
- Strong stakeholder management skills
- Ability to manage work volumes in a fast paced environment

Desirable

- An understanding of compliance/governance requirements regarding vocational and tertiary education standards
- An understanding of the financial services industry

Employee Signature _____

Date _____

Manager Signature _____

Date _____