COLLEGE REGISTRAR  
(Full-time On-going)

St. Francis Xavier College is seeking to employ a suitably qualified and experienced person for the role of College Registrar.

The College is a dynamic tri-campus Catholic Co-educational College, which serves the educational needs of approximately 1540 families (2,088 students) in the outer south-eastern suburbs of Melbourne.

The College Registrar is an integral link in the efficient and effective operations of St Francis Xavier College. This position primarily focuses on the needs of and support to St Francis Xavier College students and their families and to prospective families, particularly with reference to enrolment issues. The College Registrar is directly responsible to the Principal.

The successful applicant will be required to undertake duties needing additional experience or knowledge such as may be gained by the completion of a relevant three year post secondary qualification or from on-the-job experience considered relevant by the employer and must be able to display the following abilities:

- Leadership
- Initiative
- Independence
- Total discretion
- Team spirit and abilities

Experience with SAS2000 would be highly desirable.

A full Role Description is available on the College Website – [www.sfx.vic.edu.au](http://www.sfx.vic.edu.au)

Salary: Mid $50K

Commencement Date: A mutually acceptable date in June 2012.

Applications, with the names of three referees, should be addressed to the College Principal, Mr Paul Desmond, and may be emailed to Mrs Lesley Lancaster, Personal Assistant to the Principal, [llancaster@sfx.vic.edu.au](mailto:llancaster@sfx.vic.edu.au) or forwarded by post to:

Mrs Lesley Lancaster  
Personal Assistant to the Principal  
St. Francis Xavier College  
P O Box 85  
BEACONSFIELD VIC 3807

and must be received by Friday March 23, 2012.