



Queensland Theological College (QTC) is looking for a full time Registrar to join our Academic Services team.

About QTC

QTC is a reformed evangelical theological college in Spring Hill committed to equipping men and women to serve Jesus in a wide variety of ministries and contexts. The college is a ministry of the Presbyterian Church of Queensland, but students come from a variety of church backgrounds.

About the Position

As our Registrar, you will help new and existing students navigate the enrolment process; provide advice on study, course planning, and unit selection; monitor the progress of students at QTC; and liaise with our accrediting institution, the Australian University of Theology (AUT), regarding matters of academic administration. The Registrar works closely with the Academic Dean in promoting best educational practice and reports to the Vice Principal.

This role falls under the *Higher Education General Staff Award [MA000007]*, and is classified as *Professional, Admin, Clerical, Computing and Technical Staff HEW Level 5/6*.

The successful applicant will have the following attributes:

- Mature people skills
- A proven ability to work well as part of a team, positively contribute to a collegial team environment, including an ability to be adaptable
- Experience in use and maintenance of data management systems and the ability to learn any new systems specific to the role.
- Excellent attention to detail, time management, and the ability to prioritise tasks
- The ability to communicate effectively with others
- Demonstrated initiative, capacity to be proactive and self manage, ability to plan ahead and work well under pressure or within tight timeframes
- Background in understanding and applying policy is preferred
- Ability to maintain strict confidentiality
- A commitment to historic Christian orthodoxy and ongoing personal involvement in a gospel-centred local church
- A passion for serving the Kingdom of God through theological education
- A willingness to work in accordance with the theological position, ethos and ministry training philosophy of QTC and to comply with the Code of Conduct.

Previous experience in the education sector (theological or otherwise) may be an advantage but is not essential.

How to apply

Applications (or further enquires) should be submitted by 5pm AEST, Monday 8th September, 2025 by email to principal@qtc.edu.au.

All applications should include a CV, two referees (ideally at least one from a previous employer) and a short statement summarizing how you believe you fulfill the above criteria and could make a valuable long-term contribution to the ministry of QTC.