

# Academic Administrator

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## Kaupapa | Purpose

- To provide a high standard of administrative support to the School/Centre to ensure its functions well for the staff and its customers.
- To provide, and maintain, a friendly and professional reception for students as well as internal and external clients.
- To actively contribute to the effective and efficient operation of the School/Centre.
- To provide a high level of support to ensure the effective administration of programmes.
- To co-ordinate and assist with, student-related events, which may include but is not limited to: student orientation, induction, Special Awards, Graduation, information evenings.
- To be an active member of the School/Centre administration team.

**Reports to:** Office Manager/Operations Manager

**Team:** Wintec

**Remuneration:** IEA Band 3 (\$59,700 to \$74,600)

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## Ngā mahi | Do

- Establishes and maintains effective working relationships with the Head of School/Centre Director, Team Managers, Programme Coordinators, academic staff and colleagues. This may take the form of regular meetings.
- Maintains a professional reception area, e.g. maintaining noticeboards, tidying reception area as needed;

- Provides friendly and professional customer service to all customers and the School/Centre team. This may include triaging student enquires and actioning as appropriate;
- Carries out academic administration functions to ensure service delivery is seamless and deadlines are met;
- Works proactively with the Enrolment Centre, Quality and Academic Unit, Student Experience,
- Finance and other business units to meet organisational requirements and student needs;
- Organises, coordinates and administers School/Centre meetings, including venues, agenda, minutes, etc;
- Maintains an efficient and effective filing system that aligns with Wintec's Records Management guidelines;
- Maintains an up-to-date desk process file to enable continuity of administrative support in times of absence, and reviews this annually;
- Supports an effective ordering process, including purchasing and invoicing.
- Collaborates and communicates with other staff within the School/Centre to assist with the effective and efficient operation of the School/Centre;
- Collaborates with other administrative staff internally and externally to work flexibly, and share knowledge and best practice, ensuring the School/Centre meets Wintec's administration requirements;
- Supports the Office Manager and other members of the administration team as needed;
- Participates as a member of the Academic Administrators' forums.
- Works proactively to ensure Team Managers and Programme Coordinators receive the necessary programme administrative support;
- Ensures programme academic documentation, e.g. curriculum documents, programme regulations, handbooks, etc meet required quality and outcomes;

- Monitors academic processes, e.g. moderation, external monitors, Evaluation Kit, to achieve required outcomes;
  - Provides efficient support for programme committee meetings, including but not limited to agenda, minute taking, follow up actions from meeting, as well as recording/reporting of change of results, special considerations, reconsideration of grades, academic misconduct;
  - Provides efficient support for student forums, including agenda, minute taking, follow up actions from meeting;
  - Coordinates student events, which may include but is not limited to information evenings, induction, orientation, Graduation, Special Awards, and works collegially with all relevant staff and the wider organisation to achieve successful outcomes;
  - Monitors and reports on specific activities, e.g. Online Attendance Register (OAR), Verification of Attendance (VOA) on behalf of the School/Centre;
  - Ensures academic processes, e.g. VOA, resulting, are completed accurately and effectively to the standard required to meet Wintec's SDR, TEC and NZQA reporting requirements;
  - Ensures effective administration support for key Wintec processes, e.g. accurate recording of student contact into Arion where appropriate; exam formatting; attendance monitoring and follow up.
- values is demonstrated;

## **Health and safety management accountabilities are understood and applied.**

### **Individual and staff H&S outcome and objectives**

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

### **Wintec culture**

- Observes Wintec’s mission, strategies, priorities and values in all activities
- Follows all Wintec’s policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec’s mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

#### **Other duties**

- Performs other duties as may be reasonably required from time to time

#### **Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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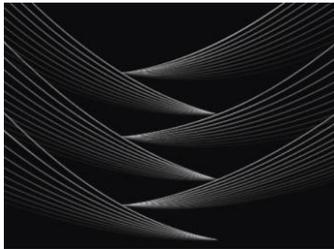
## **Pūkenga | Have**

### **Education, Training and Experience**

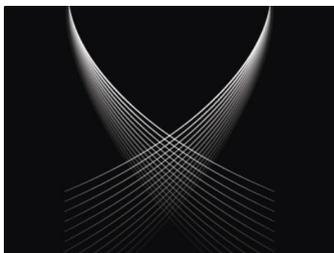
- Level 3 or 4 NZQA Qualification Certificate in Business Administration, or similar would be advantageous

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## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

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## Ngā Hononga Mahi | Working relationships

### Internal:

Academic Staff / Administration Staff / Advisors/Consultants / Team Managers/Team Leaders/Coordinators / Department Managers / Heads of School/Centre Directors / Directors / Dean of Faculty

### External:

Ākonga / learners / Business / Industry / Community / Government agencies / ITOs /  
SAWIT

**Resource delegations and responsibilities:**

**Financial:** nil

**People:** nil