

POSITION DESCRIPTION

PASIFIKA STUDENT SUPPORT ADVISOR

(0.4 FTE)

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Location

This role is based at Laidlaw's Manukau and Henderson campuses.

Key Relationships

Responsible to: Student Support Manager

Other Key Relationships: Pasifika Students
Pasifika Ambassador
Student Support Advisors
Student Services Staff
Heads of Theology and Social Practice
Campus Managers

Role Purpose

The Pasifika Student Support Advisor provides support for Pasifika students (level 4-7) in all Laidlaw programmes, enhancing the student experience and aiding the successful completion of courses and programmes. This role works with students on an individual and group basis to assist them with challenges and issues they face in the course of their academic study. The role supports enquirers and prospective students to navigate the admissions, enrolment and orientation processes as well as ensuring guidance regarding the general requirements of assignment completion and the access and use of learning resources is well supported.

The Pasifika Student Support Coordinator will also undertake other key tasks and projects as assigned by the Supervisor, including providing support to Pasifika students in Christchurch and students who are not Pasifika as necessary and time allows.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS	OBJECTIVES
<p>Pastoral and Academic Support</p>	<p>Assist students through the enquiry, application, enrolment, and orientation stages of admission to Laidlaw College.</p> <p>Provide support to students who need assistance with their study, with a key focus on Pasifika students. This may include individual and group meetings (utilising the Moana Lounge space) to discuss matters raised in lectures and assisting with clarifying the tasks and requirements of assessments.</p> <p>Provide an environment where support integrated with proactive assistance can be offered to students in accessing and using learning resources, including Moodle, MyPortfolio, and communicating with teaching staff.</p> <p>Support students to manage their educational journey such as engaging with other Laidlaw teams, making changes to enrolment, and applying for extensions.</p> <p>Provide pastoral care and refer students to counselling services as necessary.</p>	<ol style="list-style-type: none"> 1. Meet with at-risk students at least once per fortnight; 2. Provide guidance on how to succeed in general academic study to students as required; 3. Provide guidance on how to access relevant learning resources as required; 4. Students are provided with access to academic support to ensure assessments are completed successfully; 5. Student feedback indicates students are accessing pastoral care and counselling services as required.
<p>Administration</p>	<p>Complete administration tasks relevant to the role in liaison with the Student Support Manager.</p> <p>Attend Student Support Team meetings and contribute to team events and projects.</p>	<ol style="list-style-type: none"> 6. Administrative tasks are completed accurately and within agreed timeframes. 7. Student Support Team meetings are attended regularly.

Qualifications, Skills & Experience

QUALIFICATION/SKILLS/ EXPERIENCE	DETAILS
Educational qualifications	<p>Essential Tertiary level qualification, preferably bachelor's degree or higher.</p> <p>Desired Bachelor's degree in Counselling, Education or Theology related fields.</p>
Skills/Knowledge/ Experience	<p>Essential</p> <ul style="list-style-type: none"> • Committed to the Mission and Vision of Laidlaw College. • Understanding and experience of Pasifika cultures and values • Strong focus on service; well-developed interpersonal and communication skills including confidence in the use of a variety of communication methods. • Friendly, sensitive and helpful attitude towards students and others within the Laidlaw community. • Strong planning and organisational skills. Conscientious attention to detail. Effective administration skills. • Excellent computer skills (Microsoft Office applications, email, cloud and web-based systems) • Ability to work alone, but also able to work collaboratively with others in a team environment. • Able to take initiative and be flexible with regard to the key tasks outlined above. <p>Desired Knowledge of, and preferably experience in, working at tertiary level educational institutions.</p>