

# POSITION DESCRIPTION

## Education Administrator

## School of Social Practice (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 Christchurch campus. An overnight trip to our Auckland campus a few times a year may be required.

### Key Relationships

**Responsible to:** Head of Education

**Other Key Relationships:** Programme Leads (Initial Teacher Education)  
Lecturers/Senior Lecturers in the School of Social Practice (Education)  
Administrators in the School of Theology and Student Services  
Students in the School of Social Practice (Education)

### Role Purpose

To effectively assist the School Administrator (SSP) in ensuring the smooth running of the Education team in Christchurch by:

- Establishing and maintaining high quality programme administration systems
- Responding to all internal and external enquires in a professional and timely manner

# Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
<p><b>Programme Administration</b></p>	<p>Liaise with fellow administrators at Henderson and Christchurch campuses as and when required to facilitate the smooth operation of the Education team.</p> <p>Establish and maintain electronic and physical filing systems and records for the Christchurch Education team.</p> <p>As required support the Head of Education and relevant Programme Leads to assist Christchurch Professional Teaching Fellows, Guest Lecturers Video Conference Tutors, or any other fixed term staff, including coordinating travel and accommodation for visiting lecturers, staff and students.</p> <p>Support the Christchurch Education Practicum Coordinator in the completion of all practicum administration tasks.</p> <p>Support the coordination of the Education team and the Christchurch Education Advisory Committee team meetings (as required), through the preparation and distribution of agendas and minutes for Education team meetings.</p> <p>Liaise with the Admissions Coordinator regarding all new student enrolments.</p> <p>Track the enrolment process of students following on from student admissions.</p> <p>Prepare for and arrange all student interviews, including follow up correspondence with applicants.</p> <p>Participate in School of Social Practice (Education) and Laidlaw Christchurch Campus events when required, including arranging logistics, administration and hospitality for events and ensuring venues are booked, including block courses, conferences, seminars etc.</p> <p>Liaise with School Administration Staff (as required) regarding the submission of approved course documents.</p> <p>Attend to routine correspondence with students and lecturers and external staff regarding Christchurch education courses and student services processes.</p> <p>Assist the School Administrator -SSP to administer moderation processes in conjunction with Student Services.</p>
<p><b>Student Administration</b></p>	<p>Communicate with students and staff as required via Moodle, email and phone.</p> <p>Assist students with general queries of an academic and administrative nature.</p> <p>Respond to general enquiries made to the Education team.</p> <p>Assist with student registration and orientation at the start of each semester and graduation at the end of the year.</p> <p>As required liaise with Admissions Co-ordinator in processing new student enquiries and applications.</p> <p>As required, provide information for published material.</p>

## Qualifications, Skills & Experience

QUALIFICATIONS/SKILLS/ EXPERIENCE	DETAILS
<b>Educational qualifications</b>	Relevant qualifications and/or experience in administration.
<b>Skills/Knowledge/ Experience</b>	<ul style="list-style-type: none"><li>• Excellent English communication skills (verbal and written).</li><li>• Strong interpersonal skills, demonstrating warmth and confidence, and excellent customer service skills, ensuring positive interaction with students, visitors and external stakeholders.</li><li>• Strong time management, planning and organisational skills.</li><li>• The ability to prioritise and work well under pressure to meet tight deadlines.</li><li>• Ability to think creatively and strategically.</li><li>• An ability to be flexible and work outside regular work hours (such as when evening events are scheduled).</li><li>• Ability to work autonomously and in a team, show initiative and take responsibility.</li><li>• Demonstrable experience with information technology, in particular, Microsoft Word, Excel, and Outlook.</li><li>• Demonstrated integrity, discretion and sound judgement.</li></ul>