

POSITION DESCRIPTION

Programme Delivery Administrator

(1.0 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 Henderson campus.

Key Relationships

Responsible to:	Programme Delivery Lead
Other Key Relationships:	Programme Delivery Coordinator Academic IT Systems Administrator Student Experience Co-Leads Programme Delivery Administrator – Counselling & Education Admissions Coordinator

Role Purpose

The Programme Delivery Administrator is responsible for supporting the effective delivery of all Laidlaw programmes. This includes administration in the areas of systems, student admissions (interview coordination and enrolments), and the programme lifecycle.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
SMS and LMS Administration (EBS & Moodle)	<ul style="list-style-type: none"> • Set up timetables in EBS • Track learner attendance in EBS • Add student programme occurrences in EBS to activate course selection process. • Assist with programme and course occurrence set-up and maintenance as needed, including checking that correct staff are allocated to programmes/courses with the correct permissions. • Assist with Moodle course set-up, in liaison with the Academic IT Systems Administrator and Programme Delivery Coordinator and support general administrative tasks in Moodle. • Provide general Moodle support to faculty and students, escalating to the Academic IT Systems Administrator as needed. • Contribute to systems improvement projects as required.
Admissions:	<ul style="list-style-type: none"> • Together with Programme Delivery Administrator (Education & Counselling), coordinate applicant interviews for the GradDipEd, BEd, and BCouns programmes in Henderson. • Set up and monitor entrance tests for Henderson applicants for the GradDipEd, BEd, and BCouns programmes. • In peak times, assist with the application lifecycle as needed to efficiently progress applicants through to enrolment.
Enrolments:	<ul style="list-style-type: none"> • Assist with selection and confirmation of courses for Henderson-based students in the BEd, GradDipEd and BCouns programmes, ensuring students are progressing in accordance with programme requirements. • As needed, assist with selecting and confirming courses for Henderson-based and Distance Learning students in remaining undergraduate programmes (NZDipCS, BTh, GradCertTh, GradDipTh), ensuring students are progressing in accordance with programme requirements.
Programme Support:	<ul style="list-style-type: none"> • Administratively prepare Course Assessment and Delivery Outlines for future delivery, ensuring correct process is followed, in liaison with Programme Delivery Coordinator. • Check and adjust grading rubric templates for Moodle set-up. • Compile completed moderation reports across schools and track against schedule, logging actions and escalating comments and non-completion where needed, in liaison with Programme Delivery Lead and Programme Delivery Coordinator. • Extract and file student course evaluations from Moodle and track student course satisfaction, escalating comments where needed and ensuring feedback is compiled appropriately for programme review meetings and programme evaluation and review. • Extract and file peer review reports from Moodle and track against peer review schedule. • Provide general administrative support to faculty as needed.

ACCOUNTABILITIES	KEY TASKS
	<ul style="list-style-type: none"> • Contribute to Programme Delivery projects as required.
Student Administration	<ul style="list-style-type: none"> • Assist with general student enquiries in relation to programmes.

Qualifications, Skills & Experience

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
Educational qualifications	Essential <ul style="list-style-type: none"> • A bachelor's degree, or equivalent experience
Skills/Knowledge/ Experience	Essential <ul style="list-style-type: none"> • Excellent English communication skills (verbal and written) • Strong interpersonal skills, demonstrating warmth and confidence, and excellent customer service • Strong time management, planning and organisational skills • The ability to prioritise and work well under pressure to meet tight deadlines. • Ability to think creatively and strategically. • An ability to be flexible and work outside regular work hours. • Ability to work autonomously and in a team, show initiative and take responsibility. • Demonstrate experience with information technology, in particular, Microsoft Word, Excel, Outlook, and databases. • Demonstrated integrity, discretion, and sound judgement.
Further characteristics	<ul style="list-style-type: none"> • Committed to the Vision and Mission of Laidlaw College. • Friendly, sensitive, and helpful attitude towards Laidlaw staff, students and stakeholders • Professional and effective communication skills with both internal and external parties • Committed to understanding, supporting, and working within the Laidlaw Quality Management System (QMS) • Demonstrates problem-solving abilities that enhance team and user experiences • A willingness to be multi-skilled and apply skills flexibly across the organisation.