

## JOB DESCRIPTION

### Faculty of Design & Engineering



#### Administrator

**Position:** Permanent; Full time (37.5 hours per week)

**Grade and Salary:** Grade 4 salary range \$35,333 to 41,569

## BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. Emphasis is on applied learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānanga o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

## INTRODUCTION

The Faculty of Design & Engineering comprises four schools:

- School of Engineering
- School of Architectural Studies
- School of Art & Design; and
- Broadcasting School

The Faculty employs approximately 85 full-time equivalent tenured tutorial staff, and a large number of part-time tutors supported by allied staff members.

## PRIMARY OBJECTIVES

1. To coordinate student enrolment administrative processes, developing and maintaining appropriate records.
2. To liaise with students regarding administrative issues relating to their course of study.
3. To provide general administrative support for the School of Engineering.

## PROFILE

The successful applicant will have:

- Recent, relevant experience in administration
- An understanding of administrative requirements within an educational environment would be an advantage
- Advanced word-processing and database skills. e.g. word, excel
- High standards of written language, presentation, speed and accuracy
- Effective communication skills both written and verbal
- A friendly and approachable manner
- The ability to work as a member of a team and also to complete tasks independently

- Lots of positive energy, enthusiasm and a calm demeanour
- A proactive approach to managing workloads with sound time management
- The ability to multi task
- Willingness to commit to CPIT's staff profile

## **RESPONSIBLE TO**

Administration Manager, Faculty of Design & Engineering

## **LIAISON WITH**

- Head of School
- Administration Manager
- Records Coordinator
- Other Faculty allied staff
- Programme Leaders
- Academic staff
- Prospective and current students and visitors
- Student Services & Information (SSI) Division staff
- Finance staff

## **KEY TASKS**

- Administer the School's annual selection and pre enrolment procedures for all new and returning students
- Assist Programme Leaders in the correct enrolment of students to meet pre requisites while managing class sizes in accordance with School requirements
- Assist students with enrolment changes, withdrawals and transfers referring any academic matters to Programme Leaders and liaising with I&E when appropriate
- Advise students of SSI and School policies referring them to Programme Leaders or I&E staff as appropriate
- Notify students of course cancellations or changes to enrolment contacting I&E as appropriate
- Run Jasper Pre report weekly and follow up on all Pre enrolled students
- Check all registers fortnightly (e.g. are being completed, accuracy of information, all students in class are on register, non attendees to be followed up)
- Plan a yearly timetable and distribute Global Surveys (e.g. First Impression and Satisfaction and maintain spreadsheet)
- Entry of all details in Jasper for full time and part time occurrences
- Maintain accurate School databases and filing systems
- Prepare correspondence on behalf of the School (e.g. letters to students or letters included with enrolment packs)
- Ensure invoices are coded correctly and returned to Finance in a timely fashion to ensure payment of suppliers.
- Administer Faculty Petty Cash and staff reimbursements
- Faculty representative on Finance Contact Group
- Distribute Mastercard Statements and process as the Intermediate check of Cardholder transactions
- Administer STAR programmes and print Certificates of Attendance from Jasper and AutoDesk Certificates
- Produce Part Time Timetable for School of Engineering
- Arrange and take minutes for relevant Advisory Committees
- Assist HOS with student information e.g. annual report application/enrolment stats
- Attend regular Admin staff meetings
- Assist Technology Coordinator as required and as time permits
- Assist other admin staff as required
- Assist with Reception duties as required

## **FOR YOUR INFORMATION**

### **1 Staff Appraisal**

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

## 2 Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

## 3 CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

## 4 Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

## 5 Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union, the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires. CPIT's Allied Staff Collective Employment Agreement (01 April 2007 – 31 March 2009) will be offered in the first instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

## APPLICATION DETAILS

Applications for Appointments – Allied Staff forms must be marked:

**Administrator**

**Ref No: FT 3064**

***Applications Close  
7 March 2008***

Applications should be addressed to:

Senior HR Advisor  
Christchurch Polytechnic  
Institute of Technology  
PO Box 540  
**CHRISTCHURCH**

Email: hr@cpit.ac.nz  
Phone: 03-9408623  
Fax: 03-9408616

And forwarded in person, post, email or fax.

*The standard application form attached provides the Polytechnic with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicants own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.*