

**Advisor- Refugee and Migrant Students**

**Position # 1083:** Fixed term to December 2010, 10 hours per week, 40 weeks per year.  
**Contract/Grade:** Grade 5

**INTRODUCTION**

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 25,000 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 Wānaka o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

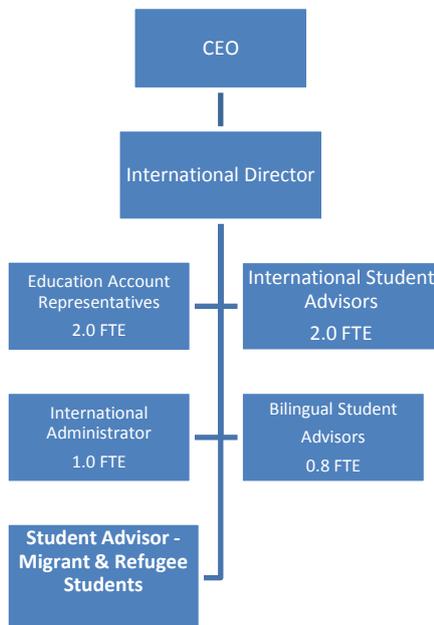
Over 1,500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special 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.

**FACULTY AND SCHOOL INTRO**

The International Services Team works in collaboration with staff from other divisions at CPIT to assist with the recruitment and enrolment of students supporting them to complete their chosen studies at CPIT. In addition, the division assists with a range of administrative and student services in relation to International Students at CPIT.

**ORGANISATION STRUCTURE**



**PRIME FUNCTION/PURPOSE OF THE JOB**

Responsible to the International Director, the purpose of this position is to support and assist NESB refugee and migrant students to successfully complete their chosen studies at CPIT. This will involve assisting students with the general day to day challenges experienced when studying and living in a new country. It also involves working closely with government and community support services.

The Refugee and Migrant Student Advisor works in conjunction with other CPIT staff to provide co-ordinated support services for CPIT's NESB students to ensure that CPIT meets its objectives according to the Statement of Intent for Internationalisation.

**DELEGATED AUTHORITY AND RESPONSIBILITIES**

**Financial:** Nil  
**Human Resources:** Delegation level 600 on the Human Resources Delegation Schedule.  
**Other:** Nil

**PROFESSIONAL PROFILE**

ESSENTIAL	PREFERRED
<b>Education/Qualifications/Knowledge:</b>	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification</li> </ul>
<b>Experience/Skills</b> <ul style="list-style-type: none"> <li>• Demonstrated experience dealing positively with people from a wide range of ethnic backgrounds</li> <li>• A sound understanding of both the academic and pastoral needs of NESB students</li> <li>• Skills in facilitating joint problem solving in a learning environment</li> <li>• Good administrative and computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a similar or related field</li> <li>• Experience in implementing new initiatives</li> <li>• Knowledge of internal and external support agencies and government bodies</li> <li>• Knowledge of and experience in a tertiary learning environment</li> </ul>
<b>Personal Attributes:</b> <ul style="list-style-type: none"> <li>• Cultural sensitivity, empathy</li> <li>• Demonstrated ability to self manage, whilst working in a team</li> <li>• Be a clear, confident, considerate communicator</li> <li>• Have high standards of confidentiality and personal integrity</li> <li>• Demonstrate a commitment to customer service</li> <li>• Be a team player, committed to the growth and development of internationalisation at CPIT</li> <li>• Is willing to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy.</li> </ul>	

KEY FUNCTIONAL RELATIONSHIPS	
Internal	External
<ul style="list-style-type: none"> <li>• Programme Leader ESOL</li> <li>• Admissions team</li> <li>• Health Centre staff</li> <li>• Faculty Administration teams</li> <li>• Programme Leaders</li> <li>• Learning Services</li> </ul>	<ul style="list-style-type: none"> <li>• WINZ &amp; Studylink</li> <li>• Tertiary Education Commission</li> <li>• ESOL Assessment &amp; Access Specialist</li> <li>• NZ Police</li> <li>• Christchurch Resettlement Services</li> <li>• Refugee &amp; Migrant Centre</li> </ul>

KEY TASKS	EXPECTED RESULTS
<ul style="list-style-type: none"> <li>• Provide advice to empower students to use relevant internal and external support services</li> <li>• Offer advice and support to students experiencing personal, pastoral, academic and day to day problems</li> <li>• Provide liaison between relevant CPIT teams including faculty staff, library and learning services, enrolments, admissions, academic records, childcare centre, CPSA, and student health centre</li> <li>• Ensure that students have a clear understanding of their rights and obligations including behaviour and attendance requirements</li> <li>• Ensure accurate record keeping and communication channels are maintained, to enable relevant staff to have the information required to undertake their roles</li> <li>• Provide liaison between CPIT and external government agencies and community service organisations , including StudyLink, as required</li> <li>• Liaise with the enrolment team in FHH regarding TEC study grants and promote and liaise with all faculties in regard to external funding opportunities for students eg Refugee &amp; Academic Migrant Study Grants for ESOL courses</li> <li>• Maintain active involvement and information on relevant external support groups, community organisations and services for student referral</li> <li>• Identify trends and issues which arise for migrant and refugee students and bring these to the attention of relevant staff contributing to submissions and reports as they arise</li> <li>• Participate in Orientation and other cultural events involving NESB and refugee and migrant students eg World Refugee Day and Polyculture Week</li> <li>• Ensure current knowledge of appropriate regulations and legislation applicable to refugee and migrant students</li> <li>• Work closely with Programme Leaders to ensure students receive appropriate course counselling on programme and course selection, or on matters of concern within existing programmes and courses including advice on funding options for the programmes selected</li> <li>• Attend school meetings as and when necessary to ensure open communication on matters regarding NESB, refugee and migrant students.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated care and concern for NESB students as individuals and members of our community; and as students of the CPIT.</li> <li>• Students provided with up to date, relevant advice to assist them with their study at CPIT and adjusting to their new life in New Zealand.</li> <li>• Any challenges experienced by students are investigated with the aim of providing advice to facilitate desired outcomes.</li> <li>• Maintain professional currency suitable to the role of advising NESB students and which support CPIT's quality objectives.</li> </ul>

**NOTES:**

The successful applicant is required to commit to CPIT's staff profile which encompasses foci on students, learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **International Director**.

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## ADDITIONAL INFORMATION

1. **Staff Appraisal** - CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the process.
2. **Staff Training and Professional Development** - Staff are required 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 short listing but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer 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 e.g. a hearing test for those involved in workshops.
5. **Trial Period** - When appointed to a permanent role, and new to employment with CPIT, a trial period of three months applies to the employment.
6. **Intellectual Property** - Intellectual property developed by Employees in the course of their employment belongs to CPIT.
7. **Employment Terms and Conditions** - Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff in this position on the terms and conditions of the TIASA Collective Agreement. If the staff member joins the union the terms of that union's collective agreement apply in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement based on the collective agreement and we can mutually agree to change those terms and conditions at any time.

## APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

**Applications Close  
8 January 2010**

*The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.*