

JOB DESCRIPTION

Faculty of Health, Humanities and Science



Administrator

Position: 2 Full Time – 37.5 hours per week (between 8.00 am – 5.00 pm)
OR
3 Proportional 0.66 (where available) 25 hours per week
(5 days x 5 hours per day during core hours of 9.30 am – 4.00 pm)

Salary Grade: 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 Wānaka 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.

The Faculty of Health, Humanities and Science has five schools - Nursing, Applied Science, Community Studies, Music Languages & Communication and English & Education. The faculty delivers approximately 2200 EFTS per year to students in programmes ranging from foundation to degree. The educational activities of the Faculty are supported by an administrative staff led by the Faculty Administration Manager. The Faculty continues to develop programmes to meet the changing needs of the local and international community.

PRIMARY OBJECTIVES

To support the Dean, Heads of Schools and Admin Manager to ensure that the administration processes within the Faculty are carried out to the required standard and within the required timeframe

INTRODUCTION

Administration staff contribute to the efficient administration of the Schools within the context of the Faculty of Health, Humanities and Science, and the CPIT vision, policies and procedures.

Administrators need to understand broad Faculty requirements and to develop a deeper understanding of the specific requirements within a School. It is expected that administration staff will work cooperatively to meet the challenges of providing a positive environment for students throughout the Faculty.

KEY RESPONSIBILITIES

The Administration Officer will be required to:

- Respond appropriately to enquiries
- Counsel prospective students
- Process applications accurately and efficiently
- Provide administration support in relation to selection
- Organise information sessions
- Comply with the faculty procedure regarding retention and security of student information
- Arrange selection interviews as required.

- **Manage Student Selection/Admissions Process including but not limited to:**
 - Student enquiries – face to face, telephone, email ,fax
 - Ensuring all student queries are able to be answered with minimal inconvenience to students
 - Initial Acknowledgement of Application
 - In consultation with Head of School, or delegate, make decisions based on entry criteria re acceptance/decline student applications.
 - Correspond with students over decisions re admission
 - Liaise with student and tutor re Entry or Challenge Exams
 - Arrange selection interviews
 - Ensure that students are on ENR status in Jasper using the APPEN pre process

- **Pre-enrolment of students including but not limited to**
 - Accurately update correspondence.
 - Pre-enrol and distribute enrolment packs
 - Monitor conditional acceptances and check qualifications are provided
 - Manage waitlists.

- **Academic Records including but not limited to**
 - Work with the Faculty Records Officer to ensure that all results are entered into the Jasper system
 - Liaise with the Records Officer re RPL, aegrotats, alternative assessments etc

- **Creating student files including but not limited to**
 - Set up individual files for students with all essential selection documentation to meet audit requirements.

- **Course Administration including but not limited to**
 - Maintain supplies of application documentation – and keep application forms up to date
 - Record and file student MRSA declaration forms and provide to tutor on due date
 - Process student police checks as appropriate
 - Respond to demand for additional occurrences and get loaded into Jasper system

- Liaise with HOS, Programme Leader and course tutors re elective courses and process as required
 - Ensure course information material prepared
 - Prepare Class registers/class lists and provide to tutors
 - Update elective course database
 - Arrange cancellation of unsubscribed courses
 - Initiate refunds or change of course forms
 - Write, phone, fax or email students affected by cancelled classes
- **Reception including but not limited to**
 - Provide support to reception during staff absences and during peak times.
- **Other Duties**
 - Undertake a range of additional administrative duties and work flexibly to support equitable workloads within the Faculty at peak times
 - Attend administration team meetings.
 - Participate in ongoing professional development.

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.

As policy, staff are currently provided with income protection insurance at no cost and also have access to a discounted Southern Cross Group Medical Insurance Scheme.

APPLICATION DETAILS

Applications for Appointments – Allied Staff forms must be marked:

Administrator

Ref No: FH3123

***Applications Close
Friday 29 February 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.