

Job Description – Careers Administrator



Please refer to Clause 3.2 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Careers Administrator
Reports to	Careers Head of Department & Pathways Coordinator
Working Relationships	Students, Teaching & Support Staff. Outside Providers, Workplaces & Support Agencies

Employment Status: 20 permanent hours per week | Term time only

Purpose of the position

To provide secretarial and administrative support to Pathways, Careers, Gateway staff, students, parents, outside providers, tertiary educators

Key Responsibilities	Appraisal Indicators
Pathways	Timely processing of all student enrolment information Administrative support for Pathways Coordinator and Pathways Staff
Careers	Ensure up to date information is available for students Administrative support for Careers Advisors
General Reception/Administration	General Administration

Tasks and Duties

Pathways

- Confirmation and booking of outside visits/courses.
- Daily attendance emails/phone calls/text for Gateway/Pathways courses.
- Investigation into non-attendance for Gateway/Pathways courses.
- Daily administrative assistance to Pathways Coordinator and Gateway Coordinator.
- All administrative work associated with Trades Academy/STAR and other Vocational courses - this includes enrolment, withdrawals, grades and certificates.
- Completion of all Pathways EOTC paperwork.
- Kamar administration associated with Pathways/Gateway/STAR and other Vocational courses.
- Facilitation/Organisation of all consent forms for events/courses

Careers

- Daily administrative support for Careers Advisors.
- Arrange all school visits/communications of tertiary providers/Training organisations.
- Organise/order all Tertiary publications
- Tertiary Awareness Day – general organisation & catering
- Careers Expo – General organisation
- Completion of all Careers EOTC paperwork
- Kamar administration associated with Careers
- Liaising with Universities and training organisations regarding career events and career information/courses
- Maintain a vibrant welcoming environment in the Careers Centre.
- Ensure all careers information and brochures are up to date and displayed in the Careers department for student access.
- Facilitation/Organisation of all consent forms for events/courses

Reception/Administration

- Be the first point of contact for parents, staff & student, external visitors and course tutors.
- Maintain supplies for department/classes
- Completion of all Departmental EOTC paperwork
- Create Purchase Orders
- Facilitation of all transport requirements within the department for students

General Responsibilities**Health & Safety & Wellbeing**

- Understanding and honouring the Tiriti o Waitangi in all actions and decision making, relating to partnership, participation and protection.
- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Understanding and honouring the Tiriti o Waitangi in all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	