



## Position Description

<b>Position:</b>	Careers Assistant
<b>Department:</b>	Careers
<b>Responsible To:</b>	Head of Careers - Linda Richards
<b>Engagement Type:</b>	Permanent
<b>Supervisory Responsibilities:</b>	N/A
<b>Purpose:</b>	To provide administrative assistance to the Careers Team, particularly with the coordination of Gateway and Trades courses, travel and leaver preparation.

## KEY RESPONSIBILITIES/JOB DUTIES

### Key Responsibilities

- **Responsibility One**, For the administration associated with the Gateway courses.
  - Gateway returns throughout the year - TEC (Tertiary Education Commission)
  - Assists the Careers Team with the organisation of work placements including;
    - coordination with local businesses, students and whanau
    - ongoing management of work placements between parties
    - timetabling for work placement and;
    - tracking attendance and placements through KAMAR
  - Ordering and the procurement of Gateway teaching and learning materials, including both physical resources and courses (Health and safety / First Aid etc)
  - Ordering and the procurement of resources for our 'at risk students' - SLS, Trades
  - Mentoring and oversight of the implementation of the 7 and 8 Automotive course with MITO (processes for systems, tracking, moderation and marking)
  - Photocopying - assessments and sending away for moderation purposes
- **Responsibility Two**, Coordination and management associated with the Trades courses. (Cromwell and SIT)
  - Organising enrollment.
  - Attendance (KAMAR) and Tracking attendance - identifying trends
  - Coordinating transport and communication with parents / whanau
  - Assisting and Developing effective lines of communication with Otago Polytechnic and Southern Institute of Technology (Queenstown) including;
    - identifying and resolving issues and problems
    - logistics (transport, attendance, timetable, communication)
    - tracking student achievement data
    - mediation (transport/student/tutor)
- **Responsibility Three**, For the logistics and administration associated with the Level 3 University Trips
  - Updating RAMS / HARMS forms and appropriate documentation
  - Organising and booking the logistics associated with the travel (air transport, buses)
  - Creation and coordination of permission slips / KAMAR groups
  - Appropriate and timely communication with parents and whanau regarding this.
  - Booking and timetabling liaison officers from the different universities to speak with the Level 2-3 students.



- **Assists Careers Department**, with Career orientated duties by undertaking administration, negotiation and using initiative to problem solve for events and activities related (but not limited) to;
  - STAR courses - Ordering and the procurement of resources for our STAR programmes
  - Governance meetings (Cromwell) and Central Otago Cluster Meetings
  - Attendance of - Start up and Graduation of Trades Students
  - Assisting with Year 13 administration including - Halls of Residences applications, Scholarship, Course applications, CV creation
  - Assisting with coordinating special prizes and awards for senior students for Prizegivings and Graduation
  - Assisting with organising and facilitating the Careers Education initiatives
  - School leaver resources
  - Careers Expo
  - Weekly Newsletter - updates on jobs available
  - School Magazine
  - Tracking of Accounts and Invoices
  
- **Assist and Support the** Careers Team to achieve the vision and meet their annual goals
- Other tasks as requested.

## **Competencies/Attributes**

- Consults and acts within Delegation of Authority
- Adapts to changes in the work environment
- Manages competing demands efficiently and calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner

*Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.*