EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description
Form or Template HG184

Academic Learning Advisor

Function:	Library and Learning Services
Reports to:	Library and Learning Services Manager
Location:	Taradale, Tairāwhiti, Auckland
Arrangement:	Permanent
Date:	Nov 2026

Pūtake | Purpose

The Academic Learning Advisor provides evidence-based academic learning support, advice, and guidance to ākonga (students) across all levels and disciplines. The purpose of this role is to provide academic learning support appropriate to individual ākonga circumstances and abilities—improving their confidence, competence, and independence; enhancing their learning experience; and supporting retention and achievement. The role also fosters a holistic and multi-disciplinary approach and contributes to capability building through support for other kaimahi (staff).

Ngā Whanaungatanga | Working Relationships

Internal:	Ākonga, Library and Learning Services team, Student Support Services team, Academic kaimahi, School Leadership and Programme Teams, Te Papa Ako
External:	ITP network colleagues, education and community providers

Mana Whakahaere | Resource Delegations

Financial:	Not applicable
People:	Not applicable

Kawenga Mahi | Accountabilities

Academic Learning Support:

- Provide academic learning support to ākonga across all levels and disciplines. Support may be provided individually, in groups, in class, and online, and includes:
  - Study skills
  - Academic integrity, referencing, and avoidance of plagiarism
  - Ethical and appropriate use of Generative AI
  - Literacy development
  - Numeracy development
  - Digital literacy
  - Thinking skills (critical thinking and evaluation).
  - Inquiry and/or research skills

- Use data and insights to develop and implement a multi-year strategic plan for the delivery of academic learning support services for ākonga.
- Develop and apply proactive processes to identify, support, and activate early interventions for ākonga at academic risk.
- Use relevant performance measures to monitor and continuously improve services to meet changing needs and areas in which ākonga are underachieving.
- Deliver structured training sessions and learning resources to support both teaching staff and ākonga.

Collaboration and Integrated Support:

- Collaborate with Library and Learning Services and academic staff to promote a joined-up, holistic, and multidisciplinary approach to supporting ākonga.
- Direct ākonga to additional support services as appropriate.
- Contribute to a welcoming, inclusive learning environment that values all ākonga and enhances their learning experience.
- Maintain up-to-date knowledge of research, professional developments, and best practice relevant to academic learning support.

Administration and Evaluation:

- Capture and manage data to monitor, report, and evaluate the impact of academic learning support on ākonga success.
- Use performance indicators to monitor effectiveness and drive ongoing service improvement in response to changing learner needs.
- Attend operational meetings and actively contribute to service planning and development.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

Essential:

• Depth of experience in providing academic support across diverse levels, disciplines, and learning needs.
• Demonstrated ability to develop and deliver targeted academic skills resources and workshops.
• Excellent communication and interpersonal skills, with the ability to engage with a wide range of learners and colleagues.
• Strong digital skills including use of learning platforms, assistive technologies, and content creation tools.
• Experience working collaboratively in multidisciplinary teams.
• Awareness of equity principles and inclusive education practices.
• Familiarity with learning analytics and data-informed service design.
• Postgraduate qualification in education or a relevant discipline.
• Understanding of te ao Māori and bicultural communication.

Desirable:
• Experience in tertiary education or adult learning contexts.
• Skills in resource design, online learning tools, or use of assistive technologies.
• A master's degree or equivalent qualification.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
Document Name	Position Description
Document Number	HG184
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Developer	People and Culture Advisor
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