EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI

Position Description
Form or Template HG184

Secondary School Partnerships Administrator

Function:	Secondary School Partnerships Administrator
Reports to:	Director of Business Relationships and Transitions
Location:	Tairāwhiti
Arrangement:	Permanent Part-Time
Date:	November 2026

Pūtake | Purpose

To support and provide administrative and pastoral support to ensure the continued success of EIT's Secondary School Partnerships programmes which includes Trades Academy.

Ngā Whanaungatanga | Working Relationships

Internal:	Tairāwhiti Campus Director, Event and Engagement Manager, Student Support Services Manager, Faculty Management and Staff
External:	Trades Academy Students, Secondary School Staff

Mana Whakahaere | Resource Delegations

Financial:	Not applicable
People:	Not applicable

Kawenga Mahi | Accountabilities

Administration

- Track enrolments and withdrawals and liaise with the Hawke's Bay Trades Academy team as required.
- Establish systems to track and monitor the use of materials and other consumable items.
- Assist with the development and distribution of promotional material.
- Coordinate events throughout the year as required.
- Prepare monthly reports for attendance and participation.
- Prepare necessary purchase orders and monitor expenditure to ensure they are meeting budget requirements.
- Maintain communication with external bus companies to ensure the Trades Academy transport plan is adhered to.
- Prepare and provide meeting minutes and documentation.
- Ensure attendance information is accessible and up to date within EIT systems including aPlus.
- Assist with the creation and development of the Trades Academy programme handbook.

Quality Assurance

- Support the moderation plan, implement and coordinate the internal and external moderation.
- Monitor the delivery of programme(s) in line with academic documents, institutional policy and compliance requirements of government agencies and registration bodies.
- Attend and report to institutional academic committees/boards, and external regulatory bodies as directed by the Manager.
- Coordinate the creation of annual self-assessment reports.

Student Learning and Wellbeing (Pastoral Support)

- Providing academic counselling and advice to students and graduates.
- Supporting Trades Academy Pastoral Care team with students across the programme(s) when required.
- Work closely with the Trades Academy (TA) team to provide pastoral support to TA students while on campus or at EIT sites.
- Interviewing students to ensure they have an educational plan is consistent with career objectives.
- Check with tutors that students are present and follow up as required.
- Advise the applicable points of contact of absences as required.
- Monitor student progress (i.e. attendance, engagement, academic progress, etc.) ensuring identified support systems are maintained.
- Liaise with partnering schools to ensure they are kept abreast of student progress.
- Ensure all relevant parties are aware of student attendance, progress, issues and concerns.
- Ensure individual education plans are completed within desired timeframes.
- Arrange career support for the students as required.

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

Knowledge, Experience and Skills:

- High level of administrative skills and pastoral care experience.
- Advanced knowledge of computer applications including Microsoft Excel, Word, PowerPoint and databases. Knowledge of publishing programmes is desirable.
- Proven experience of fast and accurate data inputting, management, budget monitoring, analysis and reporting experience.
- Successful experience and ability to effectively engage and maintain positive relationships with secondary age youth.
- Experience working with Māori and Pacifica students.
- Excellent time management and organisational skills.
- Strong verbal and written communication skills and demonstrated ability to use these skills in providing advice to and influencing others in a professional environment.
- Full driver's licence.

Special Aptitudes:

- Able to use initiative.
- To be able to work competently and efficiently within an often-stressful working environment and meet deadlines.
- An understanding and appreciation of customer service and a commitment to providing a quality service to both internal and external customers.
- Able to relate to a wide range of people.
- An understanding and appreciation of cultural issues.
- Ability to handle confidential matters sensitively.
- Ability to prioritise work.
- Ability to work collegially and collaboratively in a team environment.

Qualification:

- A relevant tertiary qualification or equivalent work experience essential.

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	
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Developer	People and Culture Advisor
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