

Title	Academic Learning Advisor
Function	Library and Learning Services
Reports To	Library and Learning Services Manager
Location	Taradale, Tairāwhiti, Auckland
Arrangement	Permanent / Part Time (mix of FTE arrangements)
Date	July 2025

Kaupapa | 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 Hononga Mahi | 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.

Financial: Not applicable.

People: Not applicable.

Ngā Mahi | Accountabilities

Academic Learning Support

- Provide academic learning support to ākonga across all levels and disciplines. Support may be provided individually, in groups, or 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 (from recall to 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 support 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 beyond academic learning.
- 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 | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Keep up to date with research, professional, and technical developments relevant to this role.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Commitment to EIT Priorities

- 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 | 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.
- Degree level qualification in 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.
- Postgraduate qualification in education or a relevant discipline.

Ko EIT Tātau | Values

Our values are the guiding principles that define what is important to EIT. If embedded successfully, they shape EIT's culture, influence decision-making, and guide our interactions. EIT's values reflect our core beliefs and ethical standards that we stand by, helping to create a cohesive and purpose-driven environment.

Herea te momoho | Inspire success:

- We encourage continuous growth and learning, recognising that success is built on collective effort.
- We create space for innovation and excellence, challenging the status quo for positive change.
- We celebrate the achievements of ākonga, kaimahi, and whānau, inspiring the next generation.

Herea te tangata | Nurture whanaungatanga:

- We build and nurture genuine relationships by expressing manaakitanga, uplifting others through care, respect, and generosity, and fostering connection and belonging.
- We honour wairuatanga, recognising the unique identities, expressions, and needs across our diverse individuals and communities.
- We uphold our kaupapa in service of ākonga and communities past, present, and future, by embodying kotahitanga and working as one toward shared goals and outcomes.

Herea te mana | Act with integrity:

- We uphold our own mana by acting with honesty and integrity, and by doing what is tika and pono, even when it is not easy.
- We uphold the mana of others by demonstrating respect, maintaining trust and confidence, and showing integrity in all our interactions.

Herea te pono | Be committed:

- We make measured and sustained contributions to EIT's shared goals and outcomes, aligning our efforts with a shared kaupapa, as the seen face of our tūpuna and as future tūpuna ourselves.
- We are accountable for our impact and take ownership of both successes and challenges.

- We uphold our oranga, and the oranga of others, ensuring we remain strong and resilient in times of challenge.