



STUDENT SUPPORT CO-ORDINATOR/ADVISOR

KEY RESPONSIBILITIES:

- Provide accurate programme advice and support to prospective students in partnership with the Academic Registrar and Academic Director)
- Assist student to develop individual study plans that align with their goals
- Provide pastoral and academic support to students to satisfy (and exceed) the requirements of the Pastoral Care Code or Practice
- Provide individual support to students and build academic literacy capabilities and skills in students
- Plan and run small group workshops for students as required
- Monitor and track student progression and achievement in partnership with the academic teaching team
- Maintain accurate and up to date student records and advisor notes
- Work flexibly and develop close relationships within the wider Carey student support team
- Develop strong relationships with the academic teaching team

Leadership component:

- Identify opportunities and plan strategically to improve work processes and the student experience
- Plan and help facilitate student support team meetings
- Analyse and report on student success and retention trends and issues
- Proactively build and facilitate a collaborative and supportive student support team
- Network with the Learning Development professional community
- Research and identify helpful professional development opportunities

KEY COMPETENCIES AND SKILLS

ESSENTIAL

- Proven experience in student support/learning development within a tertiary context
- Demonstrated commitment to supporting Māori and Pasifika students and communities
- Competent and confident in the use technology to support distance learners
- Excellent organisational and planning capabilities
- Demonstrated ability to build good relationships and to focus on student needs
- Excellent verbal and written communication skills

PREFERRED

- Relevant qualification (eg: Learning Development/Academic Development/Academic Literacy or Theology)
- Experience planning and leading small group workshops

KEY ATTRIBUTES

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church
- A passion, and call to, support students in theological education
- The ability to inspire and encourage others into ministry and service
- A team player, with a commitment to developing community



- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting challenges
- A sense of humour

OTHER

Some evening and weekend work may be required.

Reports to: Academic Director

FTE: 1.0 (Job Share Possible)

Classification: Permanent