

Post Title: China Project Administrator

(Full time, fixed term to March 2018)

Reports to: Head of Learner Services

PURPOSE

The China Project Administrator position supports a range of administration requirements associated with our China Project activities. Based in Nelson, the role will be responsible for specific aspects of:

- In China delivery
- In China teacher orientation
- Enrolment / results of in China learners
- Monitoring progress and self-assessment
- Mentoring Programme

Liaison and good working relationships will be required with other departments that service international students, such as Information & Enrolments, International Development, International Student Support, Learning and Support Services, SANITI, and academic teams, working collaboratively to ensure China Project learners have an excellent experience with NMIT, from recruitment through to graduation.

Strong organisational skills, well-developed communication and relationship skills and the ability to plan and coordinate schedules with attention to detail are key success factors for this role.

FUNCTIONAL RELATIONSHIPS

INTERNALLY:

- Head of Learner Services
- Director of Learning, Teaching and Quality
- Academic China Mentoring Coordinator
- Head of International Development
- Business Support teams: Information & Enrolments Centre team; Learning and Support Services team; etc.
- China Project learners and mentors
- SANITI
- Team NMIT staff

EXTERNALLY:

- China Programme partners
- NZ Immigration Service

- Other ITP's and international education providers

Key responsibilities

- **In China delivery:** the operational requirements of in-China delivery of academic programmes by preparing adverts and communications to assist with the recruitment of contract teachers
- **In China teacher orientation:** arranging schedules, course set ups and access to teacher resources in Moodle as part of the in China teacher orientation
- **Enrolment / results of in China learners:** ensuring the enrolment of learners in EBS and coordinating moderation, approval and recording of results
- **Monitoring and self assessment:** proactively coordinating and monitoring relevant aspects of the China Project self-assessment
- **Mentoring Programme:** supporting the implementation of the Chinese student academic mentoring programme by scoping the resource requirements, preparing the business case, confirming the schedule and monitoring the programme

OTHER EXPECTATIONS:

- Flexible working hours may be expected at certain times in order to meet deadlines.
- Report regularly to the Head of Learner Services on performance against agreed goals and targets.
- Undertake other duties as allocated by the Head of Learner Services, or Director of Learning, Teaching and Quality.

This job description may be varied at any time as a result of formal review, or by negotiation with the Director of Learning, Teaching and Quality.

PERSON SPECIFICATION

ESSENTIAL

- Relevant experience in coordination, logistics and administration
- Interest in the NMIT China Project: learners and teachers
- Proven capability in administration and logistics
- Experience of using electronic management systems, such as EBS
- Confidence in coordinating schedules and monitoring progress
- Strong communications skills with an appreciation of NZ and Chinese cultures
- Passion for excellent customer service
- Commitment to NMIT's values and Te Tiriti o Waitangi policy