

# MANA COLLEGE

## JOB DESCRIPTION



**POSITION:** Gateway Coordinator/Careers Assistant

**RESPONSIBLE TO:** Learning Area Head, Careers Advisor

**This job exists to:**

Provide administrative support to the Teachers involved with Gateway, STAR, ESOL and Careers.

### Key Tasks

**Gateway:**

1. Communicate and work with students
2. Establish and maintain positive student/family/employer/ITO relationships
3. Establish and maintain Gateway database and produce reports as required
4. Liaison with Gateway Manager on student placements and performance
5. Liaison with employers on work based assessment needs
6. Visiting employers and enhancing school profile as required
7. Organising in-house and external Gateway related activities as required
8. Liaison with TEC, ITO's and Gateway schools as required
9. Complete all contracts between school and external providers
10. Support students throughout their work placement, including visits and having an 'open door' policy at school, organizing resources/equipment needed by the student in the workplace (ie. specific safety equipment, transport arrangements, arrange police vets when necessary, etc)
11. Monitor unit/achievement and industry standards to ensure they are being completed, resolve workplace issues as they arise (in conjunction with Gateway Manager)
12. Keep Gateway Manager updated regularly on all students, work outcomes and development.
13. Maintain ERS database and produce reports as required (ensuring secure login is maintained)
14. Complete contractual requirements of TEC (incl. enrolment form, amendment student details form, withdrawal form, completed NZQA units at the end of the year and three month ERS return)
15. Attend Gateway professional development to share and learn best practice, including Gateway/CATE meetings/conferences
16. Organise and deliver thank you letters and gifts to employers, etc.

**Administrative:**

1. Reception, word-processing, process incoming, outgoing mail, minutes, documents photocopying/emailing
2. Maintenance and filing of all correspondence
3. Organise class lists for STAR courses and collate records of learning
4. Distribute student certificates
5. Attend meetings and take minutes (where appropriate)
6. Book courses and events
7. Organise Career courses/events and liaise with outside agencies
8. Helping track student destinations
9. Helping with Scholarship applications
10. Help organizing Driving Programme

11. Updating School calendar
12. Support Deans + Las with student Career Pathways
13. Enter career data on KAMAR and update KAMAR absence package for students on placement.
14. Establish and maintain photographic/video records of Gateway/STAR/Careers achievements

**Accounting:**

1. Involvement and monitoring of budgets of all activities
2. The checking and approving of accounts for payment
3. Administer the procedure for travel
4. Clarify course costs and contracts for courses

**Student Focus:**

1. Liaise with community/tertiary agencies
2. Promote courses, including drafting and placing of advertisements
3. Collect names of students interested in participating in a course, advise students of conditions and requirements
4. Notify appropriate groups of any absences on courses, check to ensure
5. Check with appropriate groups to make sure all students are accounted for
6. Help match students to specific courses
7. Liaise with teachers within the school for various courses
8. All other duties completed, as directed by the Gateway Manager and STAR/Careers Advisor.

**Performance Indicators**

1. All correspondence and course information has been filed.
2. All word processing is completed and on time and photocopying is done.
3. All courses are organized and run with efficiency and professionalism.
4. Relationships and communication with external organizations are maintained in a positive manner.
5. A record of accounts have been maintained and kept up to date.
6. Liaise and oversee in conjunction with the front office in terms of payment and accounts.
7. Ensure that all expenses for courses are budgeted for.
8. Has a positive and helpful relationship with students and staff.

**Hours of work:**

30 hours per week (term time only) set in conjunction with the Learning Area Head.

**Terms and Conditions of Work:**

As provided by the New Zealand Support Staff Collective Employment Agreement