



**Role Description: Careers Administrator**

Responsible to: Careers Co-ordinator

Functional Relationship with: Principal & Deputy Principal  
 Business Manager  
 Tertiary Institutes, ITOs, External Training Providers  
 Employers  
 School Community  
 Students

Responsible for:

- Administrative assistance to the Careers Department
- The administrative support for STAR and other Government funded programmes
- Coordination of Careers Activities including school trips and other events
- Organisation of resources including tertiary brochures and other relevant information in The Careers Centre
- Effective relationship and communication between outside employers and tertiary providers in relation to careers activities

KEY TASKS	EXPECTED OUTCOMES
1. Administrative Support for funded programmes	<p>Assisting the Careers Co-ordinator to prepare and collate all documentation required associated with STAR and other funded programmes including completion of application forms, attendance and behaviour/learning contracts between the school, course providers and the students. Ensure all follow up documentation is received and processed including appropriate permission slips, evaluation forms, correspondence with external providers, businesses and Tertiary institutes.</p> <p>Maintain financial and academic records for review and audit purposes by Ministry of Education and Business Manager.</p> <p>Ensure all results are passed on to designated personnel for processing into school database and NZQA and other Government agencies as appropriate.</p> <p>Arrange transportation for students for workplace learning, course providers and off-site events, including any resources or equipment required.</p> <p>Absentee notification of students at courses to teachers.</p>

<p>2. Careers Department administrative support</p>	<p>Collate and enter onto database information for interviews, staff and Careers Co-ordinator regarding services provided for career aspirations, student needs or events attended.</p> <p>Liaison with prospective employers and course providers, advertising vacancies and events in daily notices. Liaison with speakers for presentations and assemblies, assist with organisation of annual Careers evening including corresponding with delegates.</p> <p>Assist Careers Co-ordinator with preparation of Department newsletters, website and notices displayed in College, Board of Trustee reports and daily correspondence.</p> <p>Assist with enquiries from students and parents including preparation of CVs, job searching on line, tertiary applications for tuition and accommodation.</p> <p>Arrangement of appointments for students with Careers Co-ordinator.</p> <p>Assist Careers Co-ordinator with organisation of school trips and events held on and off site including completion of appropriate EOTC forms.</p> <p>Maintain effective and efficient system to ensure all careers information and brochures are up to date and displayed in Careers department for student access.</p> <p>Ensure all RAMS and EOTC forms are completed for all students involved in work experience. Liaise with employers to co-ordinate work experience. Liaise with Director of Learning Support to arrange appropriate on going work experience for students with Special Learning Needs in Years 12/13</p>
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**Limitations of Authority**

Changes to procedures or routines must receive prior approval from The Principal and Careers Co-ordinator. This to be in consultation with the Business Manager.

**Conditions of Employment**

This position is 27 hrs per week, term time only. 5 days per week (negotiable) plus ½ hour lunch break/day. Hours of work: negotiable.

**Rate of Pay**

Employment conditions are in accordance with the Support Staff in Schools’ Collective Agreement: Grade B: Step 9: \$22.56

**APPROVED BY THE PRINCIPAL**

**Date:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Reviewed:** \_\_\_\_\_