

POSITION DESCRIPTION

Engineering School Administrator - Tauranga

Reports to:	School Manager - Engineering
Division:	STEM
Tenure:	Permanent
Location:	Tauranga
Date:	October 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive student experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Division of STEM undertakes teaching and research in a range of core disciplines grouped under three academic schools. The Division also has several research units, and commercial/equipment units, which embody staff and research activities.

The School of Engineering (Te Kura Mata-Ao) offers BE(Hons) degree programmes in Chemical & Process Engineering, Civil Engineering, Electrical and Electronic Engineering, Environmental Engineering, Materials & Process Engineering, Mechatronic Engineering, Mechanical Engineering, and a Graduate diploma in Engineering Management. Research and development strengths are in, energy, water, robotics, sensing, biomedical engineering, materials, construction, infrastructure and structural engineering.

2. POSITION PURPOSE

To provide a comprehensive administrative and office support to the Dean, School Manager, staff and students of the School of Engineering in its day-to-day running, including high-level liaison with relevant School and Division staff regarding programme support, travel, external/public relations and marketing, outreach activities and social media support, promoting the efficient and effective administrative function of the School.

3. FUNCTIONAL RELATIONSHIPS

Internal:	Dean of the School of Engineering Director of Engineering Masters – Tauranga Tauranga staff – Director of Tauranga Campus Development and Operations Tauranga staff School Manager Technical Manager Other School/Faculty staff Students Research Institutes Research and Enterprise Office and external research organisations and funders
External:	Engineering Advisory Board University partners such as Orbit Travel agency Engineering New Zealand (ENZ) and other industry collaborators School teachers and future students

4. KEY RESPONSIBILITIES

School Administration:

- Work collegially with the other administrative staff in the school, including being able to cover in cases of annual/sick leave, etc.
- Support with the set up for new post graduate students as required, ensuring access, workspace and basic information are fully prepared for their arrival.
- Arrange travel for staff and post graduate students as required
- Provide administrative assistance to Tauranga staff and students as required, including assistance with academic processes.

Academic Administration:

- Track the progress of Master of Construction Management applications and maintain an up-to-date database of applications for academic staff.
- Process graduate planners and add and approve papers for Masters students, as well as carry out administrative tasks associated with Moodle and grades
- Support with the administration related to scripts associated with exams, tests, and assignments, including processing marks and grades in the University's online systems
- Undertake administration of the University's eLearning system (Moodle) including assisting with paper outlines and staff associations
- Coordinate management of the student representative (class reps) system and documenting meetings as required
- Maintain the database for staff publications and activities on IRIS
- Support with coordinating arrangements for Sessional Assistants and approving timesheets

Communication and Outreach Support:

- Support and assist with key events specific to the School of Engineering in Tauranga – e.g. Experience Engineering, Open Day, STEM Fest etc.
- Support with outreach events, school visits and hosting schools on campus
- Support with the creation of content for School e-newsletters and social media platforms

General Administration:

- Monitor and update School information sources including staff lists, staff photo board etc
- Manage ordering stationery as necessary for Tauranga staff/students
- Purchase via the University PO process as required
- Event organisation support including catering, room booking, visitor parking etc
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy
- Any other duties as required that are consistent with the position held

Team Contribution

- Work effectively as a member of the School of Engineering to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

Continuous Improvement

- Actively contribute to the ongoing development and improvement of School of Engineering and Division of STEM systems and processes.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The School Administrator will be performing satisfactorily when:

- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Student administration tasks completed accurately and within required deadlines
- Travel and purchasing processes completed efficiently and in line with University policies
- Positive feedback from staff and students regarding administrative support
- Events and outreach activities delivered successfully
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Relevant tertiary qualification or equivalent professional experience.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Extensive administration experience
- Experience in supporting students, preferably in the university sector
- Excellent ICT skills: high level of accuracy
- Demonstrated competency in Microsoft 365, Adobe and shared drives
- Experience working with large data sets and using Excel effectively to maintain and organise data
- Excellent oral and written communication skills
- Excellent interpersonal, time management and organisational skills
- The ability to take responsibility and show initiative
- Ability to deal with figures and understand financial transactions
- A full drivers' license
- Event management and project co-ordination experience

Preferred

- Experience with working in a university environment
- Working knowledge of university regulations and administration procedures

PERSONAL QUALITIES

- High levels of professionalism, concern for high quality work output and a commitment to student and customer service
- Ability to relate well to people from a diverse range of backgrounds
- Able to work independently and be okay with remote working/management
- Friendly and courteous personality
- Thrives within a wider team environment
- Takes initiative to identify problems and complete tasks without requiring instruction
- Enthusiastic and flexible attitude to environment and work tasks
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi