

**The University of Waikato
Te Whare Wānanga o Waikato**

POSITION DESCRIPTION

Esports Coordinator

Vision

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

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

- Tu 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 Student Services Division provides high quality integrated services that foster engagement, promote wellbeing and support students in achieving their academic goals. The work of the Division comprises the following student services: administrative processes from enrolment through to graduation, enquiry management, pastoral care, international student services, health, accommodation, counselling, disabilities support, career development services, sport and wellbeing, student surveys and student complaints and appeals.

The Director of Student Services is responsible for the overall management of the Division, with assistance from a team of Associate Directors including the Associate Director Sport and Wellbeing.

The Sport and Wellbeing Group develop, promote and manage high quality, relevant sport and wellbeing programmes and facilities that support students, staff and the wider community to be active and healthy and to enhance the University of Waikato experience.

2. POSITION PURPOSE

Leading the advancement and implementation of an esports strategy at the University of Waikato. Including the sharing of current best practice with regard to esports

Manage the delivery of esports opportunities for UOW students contributing to a distinctive student experience on campus.

3. ACCOUNTABILITY

The Esport Coordinator is responsible to the Sport Development Manager (Sport and Wellbeing).

4. FUNCTIONAL RELATIONSHIPS

Internal: Director, Student Services
Associate Director, Sport and Wellbeing
Sport Development Manager
Sport and Wellbeing Group staff
Marketing and Communications
Property Services
Student Services
Other University staff
Students

External: Waikato Student Union
University of Waikato Sports Clubs
Tertiary Institutes sport organisations
Sport and wellbeing partner organisations
Sponsors
Suppliers
Members of the public

5. KEY TASKS

- Contribute to the University's Esports Strategy
- Create and manage health and safety plans
- Management of the Esports Arena
- Management of external engagement opportunities
- Management of the New Zealand High School Esports League
- Ensure Esports Arena (s) available for all club members to access during designated opening hours.
- Ensure Arena equipment is safe and secure at all times.
- Develop a culture of wellbeing within the Esports Arena.
- Plan appropriate esports events for UOW students and/or ones that include relevant community groups in collaboration with the sport and wellbeing group and University of Waikato Esports Club
- Support the growth of the University of Waikato Esports Club by providing high level direction as the Club President.
- Prepare relevant promotional information for social media posts and other agreed mediums
- Schedule and produce required promotional material, including photos and videos in collaboration with sport and wellbeing group

- Support high performing esports student athletes

Participate in the maintenance of a safe and healthy work environment for self and others including students. 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, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual professional goal setting interview with their manager.

6. PERFORMANCE STANDARDS

The Esport Coordinator will be performing satisfactorily when:

- There is increased patronage at the Esport Arena and increased membership of University of Waikato Esports Club, including females. Esports event schedule is planned and implemented
- Customer satisfaction and high quality of service is evident
- Wider public think positively of the esports development at the University of Waikato
- Student recruitment and retention strategies supported through esports
- Brand consistency as per university and sponsor guidelines
- UOW high performance esports athletes are well supported
- 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

- Tertiary Qualification in a relevant field

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Credibility and 2-3 years relevant experience in the Esports community
- Experience and understanding of study/working within a tertiary setting
- Friendly, courteous
- Understands Esports delivery and event management, the risks of Esports and the strategies to mitigate the risks.
- Ability to supervise staff and volunteers
- Able to deal appropriately with a broad range of students, understanding and empathy for multicultural issues.
- Will respect confidential information.
- Skilled in conceptual thinking and an ability to identify strategic opportunities and emerging issues
- Strong partnering skills, effective in managing these internally and externally, across all levels of organisations
- Strong facilitation, networking, mentoring and influencing skills, evidenced through impact on work programmes, plans and esports performance outcomes

- Experience in planning, managing, and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results

PERSONAL QUALITIES

- Be an exceptional team player
- An understanding of the role and motivation of volunteers
- Have a 'can do' attitude
- Ability to be flexible
- High degree of independence, initiative and responsibility in the execution of projects and responsibility
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- A commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi

