

POSITION DESCRIPTION

Events and Engagement Administrator

Reports to:	School Manager
Division:	Arts, Law, Psychology, and Social Sciences
Tenure:	Fixed Term
Location:	Hamilton
Date:	March 2026

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty 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

Te Wānanga o Ngā Kete the Division of Arts, Law, Psychology, and Social Sciences (ALPSS) includes Te Kura Toi the School of Arts, Design & Planning, Te Kura Whatu Oho the School Psychological & Social Sciences, and Te Piringa the School of Humanities & Law. The Division also has two research institutes: Te Ngira the Institute for Population Research (IPR) and Te Puna Haumaruru the New Zealand Institute for Security and Crime Science (NZISCS).

The School of Law, Politics, and Philosophy encompasses those three subject areas, as well as majors in Human Rights and International Relations. The School teaches across both the Hamilton and Tauranga campuses of the University, and delivers a range of undergraduate and postgraduate study programmes through a variety of degrees.

2. POSITION PURPOSE

To, in the areas of events, engagement, marketing, and communications, provide comprehensive administrative assistance to the Head of School, School Manager, and academic staff in order to support the School's reputation, growth, and communities.

3. FUNCTIONAL RELATIONSHIPS

Internal:

- School Manager
- Head of School
- The Division's Engagement and Outreach Co-Ordinator
- The Division's Marketing Team
- Staff in School
- Pro Vice-Chancellor of the Division of Arts, Law, Psychology and Social Sciences Staff in the Division of Arts, Law, Psychology and Social Sciences
- Other University staff
- The Student Associations
- Students

External:

- General public
- Visitors
- Prospective Students

4. KEY RESPONSIBILITIES

- Oversee the administration of the Secondary School's Mooting Competition including scheduling, registration, tracking of results, and communications with involved secondary schools and participating students.
- Assist the Division's Engagement and Outreach Co-Ordinator with the programme development for annual Law Student for a Day events across both campuses, as well as attending and supporting those events.
- Assist the Schools' Graduate Advisor with the organising and communications for Law's annual Graduate Orientation.
- Facilitate the bookings and communications for all Public/Guest Lectures within the School.
- Support Visiting Academics, including room bookings, campus access, and any School event participation such as guest lectures.
- Distribute communications and invitations for School events to students, and promote those events arranged by the student associations. This role also takes on the key point of contact within the school for the student associations.
- Support the organisation, booking, and advertising of the School's other annual events such as the NZIIA public events, the Model UN competition final, and the Debate Society final. Including arranging any relevant catering, prizes, and merchandise.
- Facilitate the School's Prizes and Prizegiving process, including the invitations of external sponsors.
- Monitor the School's website for any required updates or developments to ensure a current and up to date reflection of the School, its staff, and its activities, including Honorary Staff.

- Co-ordinate between Future Students, central Events, School Staff, and the Division's Engagement and Outreach Co-Ordinator to prepare for, programme, and participate in annual engagement events as established by central university, including Open Day (Hamilton, Tauranga, and Community), Experience Waikato events, Careers Expo events, Discover U events, and campus visits from specific schools or regions, noting that such events may require a flexible work schedule and after hours participation or travel.
- Where appropriate or required, support the Divisional Engagement and Outreach Co-Ordinator on School recruitment visits.
- Distribute comms concerning opportunities or events to currently enrolled students.
- Maintain, update, and develop School Merchandise and Collateral for use at engagement events.
- Support the School Engagement Committee by attending meetings, taking minutes, supporting the chair, maintaining the Staff Engagement Record, and attending as School Representative any central Future Student or Events meetings at which a representative is requested.
- Prepare reflection summary reports on the major recurring events to inform future planning rounds such that the events can be iterative and improving over time.
- Provide general administrative support to the wider School Administration team, particularly in peak periods, where and when such support may be required, or as cover for extended or unexpected staff leave.
- 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.

Team Contribution

- Work effectively as a member of the School of Law, Politics, and Philosophy Administration Team 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 the School's events organising processes, systems and processes related to internal and external communications, and the efficacy of the School's engagement events as a recruitment and enrolment pipeline.

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

5. PERFORMANCE STANDARDS

The Events and Engagement Administrator will be performing satisfactorily when:

- Administrative support provided to individual programme(s) and the school is of a consistently high standard.

- Initiative is taken regarding the on-going improvement and development of reoccurring School Events.
- Communications to internal and external stakeholders are timely, correct, and of a high quality.
- Relationships with external stakeholders and prospective students are positively maintained and developed into growth in future years.
- Events are well organised with staff and other stakeholders confidently aware of their requirements and expectations.
- The School Manager, Dean, and Head of School are well informed, advised, and supported on on-going and upcoming School events.
- Maintain up-to-date knowledge of programmes/papers offered by the School and university systems to ensure students seeking information are assisted or referred to the correct service
- Provision of appropriate information, service and advice to clients is of a high standard.
- Privacy and confidentiality of information is maintained.
- 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

- An administrative or events/marketing qualification or relevant years of experience in a similar role.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Excellent oral and written communication skills.
- Organisational and planning skills.
- Ability to meet deadlines and to work independently.
- Extensive software skills, with proficiency in Microsoft Office software as well as internet research abilities and skills in word processing and excel spreadsheets.
- Understanding of client service delivery.
- Sound financial, analytical, and monitoring skills.
- Demonstrated ability to take responsibility, use initiative and make decisions.
- Good interpersonal skills.
- Ability to maintain a flexible schedule in relation to key events, including work in the evenings and some elements of domestic travel when required.

Preferred

- Knowledge of the university environment.
- Previous relevant experience in an administration position.
- Ability to apply information communication technologies to achieve desired outcomes and a commitment to maintain and update those skills.

PERSONAL QUALITIES

- Friendly, courteous, and collegial personality.
- Demonstrated ability to contribute and operate in a team environment.
- Able to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures.
- Professional manner when dealing with staff and students.
- Flexible and able to respond to changing situations.
- Ability to work to deadlines, tolerate interruptions and maintain performance under pressure.
- Capacity to show initiative along with discretion and judgment.
- Respect for confidentiality.
- Flexible attitude to work tasks.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.
- Genuine commitment to high quality client service.
Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.