

POSITION DESCRIPTION

Scholarships Advisor

Reports to:	Scholarships Team Leader (Undergraduate)
Division:	School of Graduate Research
Tenure:	Permanent
Location:	Hillcrest campus, Hamilton
Date:	April 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 Mata Kairangi School of Graduate Research sits under the Office of the Deputy Vice-Chancellor Research. The School is responsible for the strategic leadership and provision of services and administrative support for all scholarships, awards and prizes, and postgraduate higher research degree programmes, including Doctor of Philosophy (PhD), Higher Doctorates (DLit, DSc, LL.D),

2. POSITION PURPOSE

The Scholarships Advisor will provide high level administrative support and scholarships advice to all stakeholders, including current and prospective student recipients, University staff, and funders/donors. The role will have responsibility for (a) managing the administration of and facilitating the selection processes for all scholarships, awards and prizes, (b) ensuring that regulations, policies and processes in relation to scholarships are followed, and (c) contributing to the implementation of strategic initiatives within the School of Graduate Research.

3. FUNCTIONAL RELATIONSHIPS

Internal: Staff of Te Mata Kairangi School of Graduate Research

Deputy Vice Chancellor Research

Staff of: Research and Enterprise Office; Development Office; International and Engagement Office; Innovation and Impact; Student Services; Communications; Marketing; Finance and Analytics

Staff of Divisions and Faculties

Other University staff

Enrolled students of the University of Waikato

External: Prospective students

Prospective and current funders

Scholarship panel members

Universities New Zealand Scholarships Committee

Other service providers

4. KEY RESPONSIBILITIES

Committees and Panels

- Administrative support for selection panel meetings, including preparing and collating information, advising on scholarship regulations and policy as required, and ensuring clear documentation and sign-off is obtained.
- Determine funding availability, and number of awards that can be made, by liaising with the Development Office and other units.
- Secretary/support for Scholarships Committee and/or Scholarships Executive including the preparation of agenda and minutes.

School of Graduate Research

- In conjunction with the Scholarships Team Leaders maintain an awareness of university policies, procedures and business processes as they relate to Scholarships and the research portfolio.

- Contribute to advancement in the strategic priorities of the University Strategy and achieving the objectives of the School of Graduate Research Plan, through supporting the implementation of strategic initiatives.
- Participate in the ongoing review and development of new and improved processes relating to Scholarships.
- Uphold the University's commitment to the principles of Te Tiriti o Waitangi | The Treaty of Waitangi, providing culturally-responsive support to Māori and Pacific stakeholders.
- Participate in the continuous improvement of good practice in meeting the needs of internal and external stakeholders.
- Proactively contribute to team meetings, operational planning and decision-making processes of the School of Graduate Research.
- Proactively support other Scholarships Advisors, the Higher Research Degree team and other members of the School as required.

Operational and Administrative

- Provide a high level of assistance and support to the Scholarships Team Leaders and Dean (i.e., Chair of the Scholarships Committee).
- Advise the relevant Scholarships Team Leader of any issues arising and provide recommended courses of action as needed.
- Support the establishment of new scholarships, prizes, awards and bursaries as required.
- Manage an individual portfolio of scholarships including the application, selection and awarding process for scholarships, awards, prizes, bursaries and other items administered by the School of Graduate Research.
- Be an expert in their scholarship portfolio, willing to share knowledge and provide specific leadership with the wider team, under the guidance of the relevant Scholarships Team Leader and Senior Scholarships Advisor(s).
- Monitor the progress of students to ensure their continued eligibility for relevant scholarship(s).
- Ensure accurate and timely payment of scholarships, stipends, prizes and awards and reconciliation of accounts as required.
- Ensure current and accurate documentation is maintained, and shared as appropriate, regarding all aspects of scholarships and for any other responsibilities within the School.
- Be responsible for co-monitoring all email and other contact forms for scholarships, and the wider school.
- Be willing and able to take on team-members portfolios when they are on leave.
- Ensure all Student Management System testing, training and functionality and any other training required to undertake the role is satisfactorily completed.
- Undertake special projects as directed by the relevant Scholarships Team Leader.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

Outreach and stakeholder engagement

- Maintain the scholarship webpages and any other items used for outreach.
- Provide informed and professional advice and information to stakeholders (e.g., existing staff and students, future students and their families, alumni, funders/donor/sponsors, government agencies, professional and academic staff).
- Be professional and confident in working with funders/donors/sponsors to support growth in scholarships.
- Be responsible for and / or assist with the organising and delivery of staff and student workshops and seminars as appropriate.

- Be responsible for and / or assist with organising presentation ceremonies, functions and other forms of celebration/publicity as appropriate.
- Oversee the design and printing for relevant collateral as requested.
- Research and identify external scholarship funding available to staff and students and disseminate information on scholarships, prizes, and awards to appropriate audiences.

Team Contribution

- Work effectively as a member of the Scholarships Team in the School of Graduate Research 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 Graduate Research systems and processes.

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

5. PERFORMANCE STANDARDS

The Scholarships Advisor will be performing satisfactorily when:

- Initiative is displayed in suggesting new initiatives or processes for the School.
- Prompt and professional advice on scholarship matters is provided to internal and external stakeholders.
- The School is supporting a respectful and culturally-responsive environment for Māori and Pacific students, staff and external partners to thrive and succeed.
- Administrative support is provided to stakeholders in an efficient, timely, transparent, professional, and well documented manner.
- All scholarship rounds, from advertising through to awarding, are managed effectively and the process of awarding is equitable, transparent, and well documented. Decisions by the Dean, Committees and Selection Panels are accurately recorded.
- Appropriate regulations are developed and maintained in liaison with scholarship sponsors and the Scholarships Manager, and are reviewed and revised as necessary.
- Scholarship recipients are monitored to ensure they meet the ongoing requirements of their scholarships.
- Financial management protocols are observed, student accounts reflect scholarship value, and all payment types to students are accurate.
- Workshops and events relating to scholarships are organised effectively and delivered professionally. University-led events (e.g., orientation and open days) are attended.
- The School's online presence is kept up-to-date and is accurate.
- Committees related to scholarships are supported administratively.

- A current and accessible file of work-activities is developed and maintained and in accordance with the team filing protocol.
- Projects are completed in an effective and timely manner.
- Safe and healthy work practices are followed. University policies, procedures, relevant work standards and statutory obligations are complied with.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Tertiary qualification or relevant work experience.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- High-level written and interpersonal communication skills with attention to detail.
- Moderate ICT skills and experience, particularly Microsoft Office (especially Excel) and working at a high level with spreadsheets and databases.
- Ability to communicate with stakeholders in a professional and succinct manner.
- Proven planning, organisational, analytical and problem-solving skills, with ability to prioritise and meet tight deadlines.
- Sound financial, analytical and monitoring skills.
- Proven ability to demonstrate initiative and to work both independently and as a team.
- Demonstrated ability to work in accordance with regulations and policies.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.

Preferred

- Ability to kōrero in te reo Māori.
- Knowledge of the New Zealand tertiary education environment.
- Advanced ICT and data analytics skills.
- Ability to use SITS/e-Vision Student Management System.
- Relevant work experience in a customer service or administrative role and with general business skills.
- Ability to manage projects and organise events.
- Skills in maintaining website content.

PERSONAL QUALITIES

- Ability to maintain complete discretion and confidentiality.
- Genuine commitment to the mission, values and work of the University of Waikato.
- Ability to relate well to a wide range of people from a variety of backgrounds and cultures in a pleasant, professional, courteous and sensitive manner.
- Client-focused with a flexible and professional approach and an ability to build effective working relationships.
- Ability to prioritise and make sound judgements.
- Ability to maintain performance standards in a sometimes high pressure environment.
- Ability to work both individually and collaboratively with a flexible attitude to work tasks.
- Commitment to equal opportunity and to upholding the University's commitment to the principles of Te Tiriti o Waitangi | The Treaty of Waitangi.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to ongoing professional development and building capability.