

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

**POSITION DESCRIPTION**

**Scholarships Advisor**

**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
- Commitment to Pacific Success
- 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 support for all postgraduate research programmes and all scholarships, awards and prizes at the University of Waikato.

**2. POSITION PURPOSE**

The Scholarships Advisor will provide high level administrative support and scholarships advice to all stakeholders. They will ensure strategy, policies and processes in relation to scholarships are implemented and followed.

### 3. ACCOUNTABILITY

The Scholarships Advisor reports to the Scholarships Manager, and is responsible to the Dean, School of Graduate Research.

### 4. FUNCTIONAL RELATIONSHIPS:

- Internal:** Staff of Te Mata Kairangi School of Graduate 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  
Students of the University of Waikato
- External:** Prospective students  
Prospective and current funders  
Scholarship panel members  
Universities New Zealand Scholarships Committee  
New Zealand University representatives in similar roles  
Other service providers

### 5. KEY TASKS

#### 5.1 Committees and Panels

- Secretary/support for Scholarships Committee and/or Scholarships Executive including the preparation of agenda and minutes.
- 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.

#### 5.2 School of Graduate Research

- In conjunction with the Scholarships Manager maintain an awareness of university policies, procedures and business processes as it relates to Scholarships and the research portfolio.
- Participate in the ongoing review and development of plans related to the School of Graduate Research's strategy, processes, responsibilities and deadlines.
- 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 the Higher Research Degree team and other members of the School as required.

#### 5.3 Operational and Administrative

- Provide a high level of assistance and support to the Scholarships Manager and Dean (i.e., Chair of the Scholarships Committee).
- Advise the Scholarships Manager 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 a 'scholarships portfolio' including the application, selection and awarding process for scholarships, awards, prizes, bursaries and other items administered by the School of Graduate Research.
- 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 it relates to 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.
- Act as the School of Graduate Research representative on working parties and other as required.
- Undertake special projects as directed by the Scholarships Manager.
- Supervision of casual staff as required.
- Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

#### **5.4 Outreach and stakeholders**

- Maintain the website 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, and the University Leadership Group).
- Be effective and confident in working with funders/donors/sponsors to support growth in scholarships.
- Be responsible for and assist with the organising and delivery of staff and student workshops and seminars as appropriate.
- Be responsible for and assist with organising presentation ceremonies, functions and other forms of celebration/publicity as appropriate.
- Oversee 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, awards and other funding to appropriate audiences.

#### **5.5 Health and Safety**

- 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.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager. New staff normally attend such a meeting after three months in the position.

## **6. PERFORMANCE STANDARDS**

The Scholarships Advisor will be performing satisfactorily when:

- Initiative is displayed in suggesting new strategies, policies or practices for the School.
- Prompt and professional advice on scholarship matters is provided to internal and external clients.
- The administration needs of stakeholders are conducted in an efficient, timely, transparent and well documented manner.
- Up-to-date information regarding scholarship applications and successful applicants is provided.
- Networks are extended within the internal (university) and external (partner/donor) environments.
- All scholarship rounds, from advertising through to awarding, are managed effectively and efficiently and the process of awarding is transparent and well documented, and the University of Waikato's participation in New Zealand Vice Chancellor's Committee and other elite scholarship rounds are managed effectively and efficiently.
- Appropriate regulations are developed in liaison with scholarship sponsors and the Scholarships Manager. Regulations are established under the appropriate University regulations and policies, and aligned with both the relevant programmes of study and the needs of the students. Regulations are reviewed and revised as necessary.
- Scholarship recipients, particularly University of Waikato funded scholarship recipients, meet the requirements of their scholarships. Scholarships are cancelled and the arrangements made for funding to be returned as appropriate.
- Financial management protocols are observed, accounts are accurately reconciled and balanced. Where appropriate, the correct fees policy is applied, and correct payments are made to the student.
- Creative and innovative workshops about and promoting scholarships are held on a regular basis.
- University-led events (e.g., Orientation and open days) are attended.
- Events held by the School are well organised and presentations are given with poise and confidence.
- The School's webpages are up-to-date.
- Decisions by the Dean, Committees and Selection Panels are accurately recorded.
- A current and accessible file of work-activities is developed and maintained and in accordance with the team filing protocol.
- Solutions are found for short and long-term problems facing the School.

- 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.

### **TRAINING, SKILLS AND KNOWLEDGE**

#### **Essential**

- High-level written and interpersonal communication skills with attention to detail.
- Advanced ICT skills and experience, in particular Microsoft Office (especially Excel) and working at a high level with spreadsheets and databases.
- Ability to communicate ideas to stakeholders in a professional and succinct manner.
- Proven planning, organisational, analytical and problem-solving skills, with ability to prioritise and meet tight deadlines.
- Proven ability to demonstrate initiative, solve problems and work both independently and as a team.
- Demonstrated ability to manage regulations and policy.
- Sound financial, analytical and monitoring skills (i.e., understanding of budgets, manipulating data and understanding trends and exceptional record keeping to supervise scholarship criteria)

#### **Preferred**

- Ability to kōrero in te reo Māori.
- Knowledge of the New Zealand tertiary education environment.
- Ability to use SITS/e-Vision Student Management System.
- Relevant work experience in a customer service, administration and with general business skills.
- Web site management skills.
- Ability to manage projects and events.

### **PERSONAL QUALITIES**

#### **Essential**

- 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 ability to build effective working relationships.
- Ability to prioritise and make sound judgements when presented with conflicting priorities.
- Ability to maintain performance standards in a sometimes high pressure environment.
- Ability to work individually and in a team-orientated environment with a flexible attitude to work tasks.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.

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