

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

**POSITION DESCRIPTION**

**Work Placement Coordinator  
Division of STEM**

**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 Division of STEM comprises Au Reikura School of Computing and Mathematical Sciences, Te Kura Mata-Ao School of Engineering, and Te Aka Mātutua School of Science, as well as the Environmental Research Institute, Te Ipu o te Mahara - The Artificial Intelligence Institute, and commercial/equipment units.

**2. POSITION PURPOSE**

The Work Placement Coordinator will work alongside other staff in the Division to secure and support student placements and work-integrated learning (WIL) opportunities. The Coordinator will build and maintain relationships with the industry partners and employers, interact with students as part of the placement allocation process, be an expert in our placement management system MyWIL, and be involved with the general and administrative operations of the work-integrated learning programme overall.

### 3. ACCOUNTABILITY

The Work Placement Coordinator is responsible to the Division Director.

### 4. FUNCTIONAL RELATIONSHIPS:

**Internal:** Pro Vice-Chancellor of the Division  
Deans/Heads of School and Associate Deans of the Division  
Division Director  
Other Work Placement Coordinators in the Division  
Academic Staff within the Division  
Relevant groups within the university (e.g. Careers and Employability Team, Central WIL Team, Scholarships Office etc.)  
Placement Students

**External:** Employers and industry partners from relevant sectors  
Members of relevant organisations (e.g. Student Job Search, Competenz)  
Education providers across the region  
Careers Staff

### 5. KEY TASKS

Having regard to the aims, objectives, and long-term strategic goals of the work-integrated learning programmes for the Division and the University, the primary objectives required of the Work Placement Coordinator are:

- Meet students in the programme to discuss placement preferences, assist students in the process of seeking placements, and discuss placement options.
- Liaise and build relationships with relevant employers to secure placement and work-integrated learning opportunities for students. This may involve communications by phone and email as well as personal visits.
- Where required, assist employers with placement student selection.
- Allocate student placements in MyWIL efficiently and communicate these opportunities to students.
- Visit students and their employers in the workplace to monitor progress of the student's placement and provide pastoral care for students where required.
- Liaise with staff who are acting as university-based supervisors for the students and other relevant staff across the University.
- Undertake administrative tasks such as respond to central university administrative information requests.
- Assist with the administrative process of student's assessment.
- Assist with the promotion of the placement programmes.
- Assist with enrolment related to the placement programmes.
- Analyse and report on the outcomes and trends over years of the placement programme.
- 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 Safety and Wellness 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 Objectives, Development and Reflection (ODR) meeting with their manager. New staff attend such a meeting approximately three months after taking up their appointment.

## **6. PERFORMANCE STANDARDS**

The Work Placement Coordinator will be performing satisfactorily when:

- All students that require placements have secured them.
- All placement communication to students and providers is handled professionally and efficiently.
- Where relevant, students have appropriate clearance for their placements.
- Pastoral care has been provided for placement students.
- Student placement reports and other assessment items are processed in a timely manner for assessment by supervisors/markers.
- Good working relationships are developed and maintained with other work placement coordinators, Division staff related to the placement programme, and other relevant staff in the University.
- Successful professional relationships with industry partners and employers are proactively built and maintained.
- Placement coordination and associated duties are fulfilled to an acceptably high level of competency and quality.
- Confidentiality of students' individual circumstances is maintained.
- Administrative duties are completed successfully.
- Undertaking the various tasks whilst being a positive ambassador of the placement programme, the Division and the University to students and the wider community.
- Safe and healthy work practices are followed, University policies and procedures, relevant work standards and statutory obligations are complied with.

## PERSON SPECIFICATION

### EDUCATIONAL QUALIFICATIONS

#### Essential

- A relevant tertiary qualification or demonstrated work experience, education and professional development to an equivalent level.

### TRAINING, SKILLS AND KNOWLEDGE

#### Essential

- Excellent communication and interpersonal skills.
- Demonstrated ability of organisation and management processes.
- High attention to detail.
- High levels of computer literacy and knowledge of Microsoft Office software packages.
- General understanding of the tertiary sector and segments within.
- Excellent and demonstrated organisational and time management skills.
- An interest in either engineering, computer science or science.
- Current full driver's licence.

#### Preferred

- Links with relevant industries.
- Experience of the management and administration required to facilitate placements for students in a wide range of settings.
- Experience with a placement management system.

### PERSONAL QUALITIES

- Initiative, and the ability to show discretion and judgement.
- Effective communicator.
- Self-motivating, energetic, and flexible, with an ability to work independently.
- Strong commitment to high quality service along with a high level of professionalism when dealing with staff, students, and employers.
- Ability to relate effectively and sensitively to students from a variety of backgrounds and cultures.
- Ability to work well under pressure, and ability to successfully maintain multiple tasks.
- Commitment to education, and an enthusiasm to approaching relevant tasks.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

July 2025