



The College is seeking an experienced Database and Quality Assurance Administrator to assume primary responsibility for the management of the student management system (currently Take2), the submission of accurate Single Data Returns (SDR) to the Tertiary Education Commission (TEC) and assistance with preparing the annual Investment Plan (Mix of Provision) data for uploading onto the TEC Workspace 2.

The position is also responsible for undertaking prompt invoicing of all newly enrolled and re-enrolled students, as well as for the accurate and efficient maintaining of student records.

This is a full-time 1.0 FTE position (40 hours per week) (negotiable). Salary also negotiable.

Please submit your application, in which you address all the key tasks and person specifications for the position, and provide the names and contact details of two referees, to the Director (patsy.paxton@spcnm.ac.nz) by the closing date of 28 September 2018.

The College reserves the right to not make an appointment or to re-advertise the position.

POSITION DETAILS

Database and Quality Assurance Administrator

	KEY TASKS	EXPECTED OUTCOMES
1	Liases and assists with the <i>Admissions and Enrolments Manager</i> in the provision of academic advice to staff and students	<ul style="list-style-type: none"> In consultation with the <i>Admissions and Enrolments Manager</i>, advises staff and students on matters related to eligibility for admission, progression through the programme and completion of qualifications. Provides all students who re-enrol with advice on their future pathway through the BNatMed. This advice is confirmed in writing. Responds accurately and efficiently to enquiries from prospective students within 24 hours.

		<ul style="list-style-type: none"> • Follows up on enquiries so that they are converted into applications. • Enters prospective student information accurately and promptly into Take2. • Enters new enrolments and re-enrolments into Take2 in an accurate and timely manner. • Invoices all new enrolments and re-enrolments in an accurate and timely manner. • Invoices all students who are changing enrolments in an accurate and timely manner. • Provides back-up support for events and promotions.
2	Manages and oversees the student management system (Take2) in all its aspects	<ul style="list-style-type: none"> • All aspects of Take2 are managed to a high standard. • All courses, fees and other information are promptly and accurately loaded. • Together with the <i>Admissions & Enrolments Manager</i>, produces an analysis of enrolment, re-enrolment and student retention data at the end of each semester. • Together with the <i>Admissions & Enrolments Manager</i>, sets up an Alumni Database to track graduate outcomes comprehensively.
3	Assumes responsibility for accurate, efficient and secure student records	<ul style="list-style-type: none"> • Keeps all records accurately, and accessible to SPCNM management. • Undertakes reporting to <i>TEC</i>, <i>NZQA</i> and <i>MoE</i> in a prompt and timely manner. • Keeps updated and secure all students' records and private information. • Processes withdrawals, leave of absences & changes to enrolments in an accurate and timely manner. • Filing of records are kept up to date; all filing cupboards are neat and well organised. • Archive rooms are organised and maintained.
4	Assumes primary responsibility for the management and oversight of the Single Data Return (SDR) in all its aspects	<ul style="list-style-type: none"> • Takes primary responsibility for managing the submission of the 4-monthly SDR returns. • Keeps the TEC course register current with regard to courses, fees and other information.
5	Assists the <i>Deputy Director: Academic</i> with preparation of the Programme Annual Reports	<ul style="list-style-type: none"> • Provides required statistics in a timely manner. • Prepares appropriate parts of the <i>Programme Annual Reports</i> in a timely manner for consideration at the January Academic Board meeting.
6	Provides academic staff with required information and documentation from Take2 in a timely manner	<ul style="list-style-type: none"> • Distributes student attendance rolls and assignment records in a timely manner. • Promptly collects attendance rolls after on-site weekends. • Records final marks accurately and promptly.

		<ul style="list-style-type: none"> Keeps student records current and updated.
7	Assists the <i>Financial Controller</i>	<ul style="list-style-type: none"> Forwards requests for credit notes to the <i>Director</i> for approval, after which they are issued in an accurate and timely manner. Promptly follows up students who have outstanding payments. Forwards payment schedule reports from <i>StudyLink</i> promptly to the <i>Financial Controller</i>. Records of all moneys received are kept and banking is accurate and efficient.
8	Assists the <i>Director</i> with financial audits, TEC compliance audits and NZQA Monitoring visits	<ul style="list-style-type: none"> Plays a major role in preparing for and providing information and statistics as required.
9	Keeps the <i>Director</i> apprised of any new developments and communications in the <i>TEC Workspace 2</i>	<ul style="list-style-type: none"> Monitors the <i>TEC Workspace 2</i> for updates. Downloads any communications for the <i>Director's</i> attention.
10	Supports students in all matters related to <i>Studylink</i>, <i>WINZ</i> and other governmental agencies	<ul style="list-style-type: none"> Undertakes all reporting in a prompt and timely manner (VOS). Deals promptly with student concerns about records, loans and allowances. Ensures that the <i>Financial Controller</i> has access to <i>Studylink</i> data.
11	Receives and checks applications for RPL / Credit Transfer before forwarding complete application to the <i>Director</i> for processing	<ul style="list-style-type: none"> RPL / CT applications are received and checked. Applicants are invoiced (as possible after enrolling in the programme, and within 10 working days of the commencement of the semester). Completed and checked RPL / CT applications are then forwarded to the <i>Director</i> for processing. After return of processed RPL / CT applications <i>Take2</i> is updated. Communicates promptly with applicants regarding the RPL / CT application outcome.
12	Is a proactive member of Academic Board	<ul style="list-style-type: none"> Forwards requests for leave of absences to Academic Board for approval, and keeps track of status of students on LOA. Provides reports on the status of students who are on LOA. Forwards, in a timely manner, recommendations for the awarding or conferment of the appropriate College qualification for those students who have satisfactorily completed all programme requirements.
13	Participates in professional	<ul style="list-style-type: none"> Develops, in line with agreed priorities, professional

	development	skills and understandings.
14	Participates in, and contribute to the corporate life of the College	<ul style="list-style-type: none"> • Monitors, as appropriate, and ensures adherence to College policies. • Provides assistance, as part of the Graduation Sub-Committee, in preparing for graduation. • Provides assistance to the <i>Director</i> as required.

DIRECT REPORTS: None

PERSON SPECIFICATION

- Minimum experience of five years working with the Single Data Return (SDR) processes.
- In-depth experience working with a Student Management System (preferably Take2).
- Excellent computer skills including use of a student management database.
- Excellent organisational skills including time management.
- Excellent people skills; a team player.
- Excellent problem-solving skills.
- Excellent decision-making skills.
- Excellent oral and written skills.
- Ability to apply meticulous attention to detail.
- Ability to react flexibly to changing circumstances.