

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

POSITION DESCRIPTION

Māori Student Engagement Coordinator

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 STEM Division is one of five academic Divisions at the University of Waikato and comprises: The School of Engineering; The School of Computing and Mathematical Sciences and Te Aka Mātuatua - School of Science.

2. POSITION PURPOSE

Provide strategic advice to the Pro Vice-Chancellor, Associate Dean Māori, and Division Director, in relation to initiatives to support the recruitment, retention and achievement rates of Māori students in the Division.

To implement initiatives designed to increase the recruitment, retention and achievement rates of Māori students studying in the Division. The Māori Student Engagement Coordinator will be involved in identifying all Māori students and offering early intervention initiatives to encourage successful outcomes for Māori Students within the Division. There is an emphasis to increase achievement rates of “at risk” students

The Māori Student Engagement Coordinator will coordinate the Division’s Pūoho Hub and Whītiki Taurira, in line with the aims and objectives of the Deputy Vice-Chancellor Māori Equity Fund initiative.

In consultation with the Associate Dean Māori and the Office of the Deputy Vice-Chancellor Māori, to support the Division in the delivery of student events and activities that appropriately acknowledge and embrace tikanga Māori. This position may include facilitating School/Division involvement at events such as Kingitanga Day, Te Toi o Matariki, student pōwhiri and those held by Pūhoro Māori STEM Academy.

This role is within the Division Office team and contributes to the work of the broader team in making consistent decisions in relation to student administration processes, providing timely programme advice, pastoral care, and assistance to students navigate university processes.

3. ACCOUNTABILITY

The Māori Student Engagement Coordinator is responsible to the Division Director.

4. FUNCTIONAL RELATIONSHIPS:

Internal: Pro Vice-Chancellor
Associate Dean Māori
Associate Dean Academic
Division Director
Office of the Deputy Vice-Chancellor Māori
Deans and Heads of Schools
School Managers
Division Registrars
Te Puna Tautoko
Māori Mentors
Future Students Team
Other Division and University staff

External: Prospective students
Secondary schools
Iwi groups

5. KEY TASKS

5.1 Māori Student Support

To work with academic and general staff of the Division in providing a supportive environment for Māori students. Tasks include:

- The development, implementation, coordination and maintenance of student success initiatives for new and continuing Māori students which promote participation, engagement and retention.. This includes recruiting and training Māori students for the Whītiki Taurira positions and coordinating their work.
- Provide line management to the Divisions Whītiki Taurira Māori Mentors including overseeing the day-to-day workflow, administration of rostered days, leave, and develop training plan for the Whītiki Taurira in their portfolio areas.
- Work with current Māori students and Division staff to provide for the welcoming and transitioning of new Māori students to the Division, according to tikanga Māori.
- Encouraging and supporting Māori students at all levels to participate in Student led initiatives and to contribute to the sustainability of student led activities for Māori within the Division.
- Support the provision of events that enable Māori students to develop both formal and informal student and staff support networks.
- Analyse grades and pass rate statistical data to determine strategies to lift Māori achievement
- Meet with the Division Director and the Associate Dean Māori, to plan, develop and report on the progress of initiatives, achievement and retention rates.
- Represent the Division and Schools at Māori hui, University events and graduation ceremonies.
- Liaise closely with the Office of the Deputy Vice-Chancellor Māori regarding University strategies and policies for the recruitment, retention and support of Māori students ensuring School activities and the provision of mentoring are in line with the aims and objectives of the Deputy Vice-Chancellor Māori and the Māori Equity Fund initiative

- Attend Paihere Taurira and Te Puna Tautoko meeting forums to connect with other staff and students who support Māori students. This is to ensure consistency of information, best practise across the university, and quality referrals to other services across campus can be made.
- Liaise and network with external organisations to increase Māori Student participation with potential internships and graduate role possibilities.
- Support the 'Study Advising' programme of work.

5.2 Financial Management and Planning

- Provide information to members of the Division's Senior Leadership Team including the Pro Vice-Chancellor to assist in the development of strategies to improve recruitment, retention and achievement rates for papers and qualifications at degree level and higher for Māori students.
- Administer initiatives that assist the Division in achieving its KPIs in relation to the proportion of Māori EFTS as per the Strategic Plan.
- In consultation with the Associate Dean Māori and Division Director prepare an annual Māori student support plan for the Māori Equity fund allocation.
- Manage the day-to-day operations of the Māori Equity fund allocation and maintain a detailed budget.

5.3 Recruitment and Marketing

- In conjunction with the Future Students, Communications and Marketing Teams, assist with marketing and recruitment initiatives targeting Māori, and in particular, school leavers, in order to increase the proportion of Māori students enrolled in the Division.
- Provide a point of contact for current and/or prospective Māori students seeking advice.
- Support promotional visits through Māori networks including Iwi, Hapū, Rūnanga, Trust Boards and other Māori networks.
- Attend hui aimed at encouraging Māori into tertiary education – Te Ao Hou, careers expos, school visits throughout the North Island and other specific Māori national and regional events in conjunction with the University's Future Student team.
- Publicise and promote the services of the Māori Student Engagement Coordinator and other support services on campus to Māori students in the Division
- Maintain access to the Division's Puoho Hub social media.

5.4 Other

- Participate in the maintenance of a safe and healthy workplace for self and others, including students. Comply with and undertake responsibilities set out in the University's Health and Safety 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 normally attend such a meeting approximately three months after taking up their appointment

6. PERFORMANCE STANDARDS

The Māori Student Engagement Coordinator will be performing satisfactorily when:

- Overall retention and completion rates of Māori students improve. Those students at risk of failure or dropping out from their studies are identified as early as possible and appropriate interventions delivered.
- Māori students have access to culturally appropriate advice that meets their specific needs and feel valued and well supported.
- School activities align closely with University strategies and policies for the recruitment, retention and support of targeted student groups as well as with the aims and objectives of the Deputy Vice-Chancellor Māori and the Māori Equity Fund initiative.
- Māori students access the support systems on campus and are aware of the initiatives driven by the Schools and the University's specific support services for these groups.
- Close liaison exists with the Office of the Deputy Vice-Chancellor Māori and with other support services on campus

- The Schools are represented within the university-wide Māori support networks of Te Puna Tautoko and the Mentor Coordinators forum.
- Whītiki Taura are appointed, sufficiently equipped and supported to perform their role.
- Expenditure is made in line with the annual budget and plan.
- 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 tertiary qualification.

Preferred

- Background in STEM.

TRAINING, SKILLS AND KNOWLEDGE

Essential

- An understanding of the needs of Māori and an ability to work closely and empathetically with Māori students, staff and communities.
- Knowledge of Tikanga Māori and Te Reo Māori.
- Previous experience in working with Māori organisations.
- Proven experience in building relationships across an organisation to achieve common goals.
- High level of organisational skills.
- An understanding and demonstrated experience in delivering excellent customer service
- Demonstrated ability to use initiative and think and act independently without supervision.
- Excellent time management skills and willingness to accommodate flexibility in working hours where circumstances require this.
- Demonstrated ability to acquire and apply new areas of learning and work flexibly

Preferred

- Demonstrated passion for promoting student success.
- Previous experience of student support and related administrative functions or other relevant experience.
- Thorough knowledge of a university environment.
- Previous experience in managing staff and students.
- Previous experience in developing strategic initiatives.

PERSONAL QUALITIES

- Self-motivation and a pro-active approach.
- Excellent verbal and interpersonal communication skills.
- Ability to think independently.
- Ability to work to deadlines, tolerate interruptions and maintain performance under pressure
- Demonstrated ability to contribute and operate in a team environment.
- Flexible, adaptable and able to identify and support change within a team.
- High levels of professionalism when dealing with staff and students and outside agencies and communities.
- Cultural sensitivity and ability to relate to a wide range of people from a variety of backgrounds and cultures in a helpful, pleasant, courteous and sensitive manner.
- Capacity to accept responsibility and the flexibility to handle difficult situations.
- Recognition of the need to respect the confidentiality of information held about students and staff.
- 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.
- Commitment to high quality student support and a passion for helping all students to achieve their academic goals.

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