

# ROLE DESCRIPTION



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

*He kura te tangata*

<b>Position title</b>	Peer Writer
<b>Primary work unit</b>	Te Pūrengi Student Experience and Wellbeing (SEW)
<b>Responsible to</b>	Assistant Manager –Te Taiako Student Learning
<b>Responsible for</b>	No direct reports
<b>Position status</b>	Casual
<b>Hours of work</b>	See 'key responsibilities' section on page 2
<b>Hourly rate</b>	\$27.00

<b>Our vision</b>	<b>Te Herenga Waka—Victoria University of Wellington</b> will be a world-leading capital city university and one of the great global-civic universities.
<b>Our mission and purpose</b>	<b>Te Herenga Waka—Victoria University of Wellington's</b> mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
<b>Our values</b>	<b>Te Herenga Waka—Victoria University of Wellington's</b> core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

**Te Herenga Waka - Victoria University of Wellington** is New Zealand's globally ranked capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. The University values the expertise of its staff in supporting and enabling teaching, research and engagement activities.

Victoria University of Wellington is committed to the Treaty of Waitangi.

"Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to the University's Strategic Plan.

Mā te rautaki tātou e koke whakamua (via the strategy we strive to move forward together).

For further information about the University go to <http://www.wgtn.ac.nz>

## **Position purpose**

The Peer Writer is required to meet with undergraduate students by appointment on a one-to-one basis to assist them with the preparation of essay and assignments - more specifically providing writing skills to assist them with the final editing of their written work. It is not necessary for the Peer Writers to be familiar with the subject matter involved, although this may be helpful in some instances.

The Peer Writer may also be required to assist with student leadership and administrative and IT support duties within Student Learning.

## **Strategic context**

Student Learning has a strategic/operational plan which is aligned to the University's Strategic Plan. The Peer Writer will help Student Learning with its goals by providing peer support for undergraduate students helping them with assignment planning, preparation, presentation and time-management, supporting student retention, wellbeing and achievement at Victoria University of Wellington.

## **Position location**

The Peer Writer role is located within Student Learning Te Taiako in the Te Pūrengi Student Experience and Wellbeing (SEW) group. Student Learning provides skill and development opportunities for students to optimise their learning experience and is part of the Retention, Achievement and Equity group of SEW. Te Pūrengi Student Experience and Wellbeing provides a range of management, professional and academic services to enhance both the student experience and academic achievement from recruitment through to graduation.

## **Key responsibilities**

- ✦ To provide study assistance and academic writing skills by working 1-on-1 with individual students to encourage independent learning and develop specified writing skills on an individual basis.
- ✦ To be available up to 10 hours per week, on a casual basis, during the teaching weeks of Trimesters 1 and 2.
- ✦ To document the hours worked and the advice given to students.
- ✦ To attend and contribute to Peer Writer training and meetings.
- ✦ To competently undertake Reception Desk duties, including student enquiries, appointment bookings, data-entry, and other duties as required.
- ✦ To contribute to Orientation sessions and delivery of student-centred programmes as required.

## **Outcomes**

- ✦ High-quality, appropriate advice on undergraduate students' academic writing
- ✦ Timely recording of appointment session notes on SL database
- ✦ Demonstrated awareness of culturally appropriate issues
- ✦ Ongoing communication with SL staff, students and fellow peer writers
- ✦ Efficient and effective performance of administrative duties

## **Key relationships**

The Peer Writer reports to the Assistant Manager, Student Learning *Te Taiako*.

The Peer Writer will be expected to interact positively with:

- ✦ The Manager, Student Learning *Te Taiako*

- ✦ All Student Learning *Te Taiako* staff
- ✦ Fellow Peer Writers and student leaders
- ✦ All Student Services staff
- ✦ Students who seek writing assistance and skills and/or appropriate university support.

### Competencies

Competency	Demonstrated by
Self-management	Effectively plans and organises work to achieve desired outcomes; is proactive and manages time well; remains focused; takes action to identify and overcome obstacles; follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages discussion, free debate and alternative solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with Student Learning staff and students, both orally and in writing; listens effectively; understands cultural differences in regard to communication and written expression
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
Teamwork	Works co-operatively, respects, and is open with others in a team setting in order to achieve results and team goals

### Selection criteria

- ✦ Currently enrolled in a graduate (Honours' or Master's) programme of study at Victoria University of Wellington is desirable. Other suitably qualified applicants will also be considered.
- ✦ Proven ability to communicate, with excellent written and spoken English skills.
- ✦ Proven ability to demonstrate high standards in essay and assignment writing.
- ✦ Familiarity with Microsoft Word, Excel and/or other information management software.
- ✦ Knowledge of the University environment and organisational structure would be an advantage.
- ✦ Knowledge of challenges facing diverse student groups at Wellington University.

### Delegations

There are no delegated authorities for this position.