

# Role Description



*He kura te tangata*

<b>Position title</b>	<b>Conversation and Excel Student Coordinator</b>
<b>Primary work unit</b>	Student Academic Services
<b>Responsible to</b>	Excel and Conversation Coordinator--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>	TBC
<b>Our vision</b>	Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
<b>Our mission and purpose</b>	Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
<b>Our values</b>	Victoria University of Wellington's 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.

## Victoria – our university

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

Victoria is a progressive university with ambitious strategic goals and a commitment to having a professional workforce that reflects the diversity of its community. Professional staff engage with academic staff, students, parents, Government, iwi, community groups and many other external stakeholders. All professional staff are expected to uphold the reputation of Victoria through the way they undertake their work.

Victoria is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to Victoria's Strategic Plan.

*Mā te rautaki tātou e koke whakamua*

(via the strategy we strive to move forward together)

For further information about Victoria go to [www.victoria.ac.nz](http://www.victoria.ac.nz) and [Welcome to Victoria](#).

## Position purpose

The role of Conversation and Excel Student Coordinator is to:

- promote Conversation and Excel programmes to students
- recruit, train, and coordinate volunteers for each trimester
- be present in the classroom sessions and effectively lead the volunteers during the sessions.

## Position location

The Conversation and Excel Student Coordinator is located within Student Learning *Te Taiako* in Student Academic Services (SAS). Student Learning provides skill and development opportunities for students to optimize their learning experience and is part of the Retention, Achievement and Equity group of SAS.

Student Academic Services provide a range of management, professional and academic services to enhance both the student experience and academic achievement from recruitment through to graduation.

## Key responsibilities

### Conversation programme

The coordinator will do 52 hours over the course of the year. These hours will be spent:

- promoting, planning and running 8–9 sessions per trimester (approx 38 hours)
- recruiting and training volunteers (approx 6 hours)
- communicating with students and coordinator (approx 8 hours).

Duties for the Conversation part of the role are to:

- advertise the programme to non-English-speaking-background students
- recruit and train local student volunteers
- set up and facilitate conversation sessions
- keep accurate records of participant attendance and volunteer student attendance.
- reflect and write a report at year end
- communicate regularly with the Student Learning adviser in charge of this programme.

### Excel programme

The coordinator will coordinate 2 Excel courses a year. This is a total of 54 hours. The hours for each course will be spent as follows:

- 12 hours of admin (promotion, emails, training volunteers, etc)
- 15 hours in the classroom.

The hours for each classroom session are made up of 3 hours face to face and .5 hour debrief/furniture arranging, etc.

Duties for the Excel part of the role are to:

- promote Excel to international and other non-English-speaking-background students
- recruit and train local student volunteers
- communicate clearly with the programme trainers before and during the programme
- keep accurate records of participant and volunteer attendance
- attend each session of the programme: manage the volunteers, coach participants
- email volunteers weekly to confirm attendance and give instructions on their role in the upcoming session
- set up/restore room at beginning and end of sessions
- write a brief report at year end.

## Key relationships

The Conversation and Excel student coordinator will develop and maintain excellent working relationships with staff in Student Learning, especially the office managers. They will also develop and maintain excellent relationships with their volunteers as well as the students in their programmes.

## Competencies

Competency	Demonstrated by
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and 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 the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with volunteers, Student Learning staff and students, both orally and in writing; effectively listens; understands cultural differences in regard to communication
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

- Be a current Victoria student, preferably someone who has already volunteered on Excel – the more complex of the two programmes
- Be able to inspire students to join the programmes – both volunteers and potential programme participants
- Be able to work autonomously, manage time, and coordinate people and materials
- Be able to lead teams of volunteers and groups of students