



Job Description – IFFS Office Assistant

Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	IFFS Office Assistant
Reports to	Director of International Students
Working Relationships	All international staff & students, All teaching & support staff.

Employment Status: Full-time | 35 hours per week | Term time only

Purpose of the position

The assist the international office staff to ensure the smooth and efficient running of the international Students' Programme, by providing effective, purposeful and professional administration.

Key Responsibilities	Appraisal Indicators
Code of Practice Compliance	Keeping the Emergency folders current
Student Documentation	Ensure accurate documentation for all arriving and leaving students.
Communication	Updating and maintaining accurate information about OTC
Office Support	Providing support in a timely and efficient manner

Tasks and Duties

Code of Practice Compliance

- Ensure the emergency folders are kept up to date at all times.
- Travel forms to be completed and procedures followed
- Liaise with Database administrator in the preparation of the student leaving reports for parents and agents
- Ensure Student passports, visas and insurance information are current.

Student Documentation

- Prepare Orientation packs for all international students
- Complete Enrolment forms
- Prepare International students leaving packs
- Prepare one off specialised documents as & when required.
- Prepare specific reports for Brazilian, Italian and Japanese students.
- Collate specific information for graduating international Students.

Communication

- Ensure the facebook page is used by students/teachers/agents
- Put items on Otumoetai College “blog” regularly
- Ensure photos are gathered from school events.
- Keep the International handbook updated with any changes
- Make copies of Homestay handbook

Office Support

- Create & print the emergency cards for the Homestay Coordinator.
- Typing the meeting minutes each Thursday
- Ensuring all the international student files are up to date, tidy and complete
- Managing the second hand clothing available to IFFS students
- Archiving student records correctly
- Purchasing all office supplies for international staff.

General Responsibilities**Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Appointee:	
Date:	
Approved By:	
Date:	
Reviewed by / Date:	