

JOB DESCRIPTION

<b>Job Title</b>	Administrator/Communications Officer.
<b>Based at</b>	The successful applicant can be based anywhere in New Zealand.
<b>Position reports to</b>	The President of DEANZ.
<b>Links to</b>	DEANZ Committee, especially DEANZ Treasurer DEANZ Web Editor DEANZ Flier Editor DEANZ Journal Editor
<b>Job Purpose Summary</b>	To promote the work of DEANZ and support the activities of the organization.
<b>Duration</b>	For one year initially, 200 hours over one year. It is anticipated that some times of the year will be busier than others.
<b>Key Responsibilities and accountabilities</b>	<p><b>1. Communication</b> Promote DEANZ and its activities to members, and external groups and organisations</p> <p><b>Key Tasks</b>  <i>a) Assist the DEANZ Flier Editor with production and co-ordinate distribution</i>  <i>b) Communicate with DEANZ members, using appropriate technology (e.g. web, blog, wiki, email, RSS)</i>  <i>c) Develop a schedule of DEANZ online (e.g., via Elluminate) and face-to-face events, and promote to members and other relevant groups and organisations</i></p> <p><b>2. Website Administration</b> Provide support to ensure the website's content is current, uses up-to-date web technologies for a DL/DE site and is user-friendly</p> <p><b>Key Tasks</b>  a) Liaise with the DEANZ committee and members, and update the website to reflect changes  b) Keep a watching brief on items related to DL/DE and report relevant items on the site  c) Assist the DEANZ Web Editor with implementing new facets as required  d) Ensure the website is backed up as appropriate</p> <p><b>3. Financial Administration</b> Provide administrative support for the DEANZ Treasurer</p> <p><b>Key Tasks</b>  <i>a) Raise invoices as necessary</i>  <i>b) Bank cheques and monies</i>  <i>c) Keep Treasurer informed of income and expenditure on a weekly basis</i></p> <p><b>4. Membership Administration</b> Provide administrative support and ensure structures are in place for the smooth</p>

running of DEANZ.

#### **Key Tasks**

- a) Maintain the integrity and currency of the membership database and email list(s)*
- b) Manage filing systems both electronic and manual where appropriate*
- c) Assist members/prospective members, as appropriate, with all aspects of DEANZ, or forward to the appropriate member(s) of the committee*
- d) Promote DEANZ to attract new members*

#### **5. Other Duties**

Perform other duties requested by the DEANZ President

#### **Person Specification**

##### **1 Education and Training**

**Essential**  
Good general level of education to certificate or diploma level

##### **Desirable**

Education to degree level  
IT qualification e.g. ICDL or similar.

##### **2 Relevant Experience**

A minimum of 2 years experience in similar roles.

Experience of working in distance education, education institutions and/or charities.

Experience of working in a customer focussed role, including handling a wide range of enquiries, particular via electronic communication

##### **3 Relevant Skills /Aptitudes**

Ability to work under own initiative and as a member of a team.

Ability to use a wide variety of digital and web technologies.

Effective verbal and written communication skills

Word processing/Web editing skills, including the ability to produce hardcopy/online documents with appropriate formatting.

Fluent user of email and the World Wide Web.

Ability to organise own work to meet deadlines.

##### **4 Special Requirements**

Accuracy and attention to detail.  
Customer-focussed approach

Demonstrate enthusiasm and a willingness and interest in learning new skills

Flexible and adaptable to change.

“Can do” attitude.

#### **Queries**

Please address any queries about the position by email to the DEANZ President, Bill Anderson [bill.anderson@otago.ac.nz](mailto:bill.anderson@otago.ac.nz)

#### **Applications**

Applications should be made by letter of application addressing how you meet the requirements of the position. Send your letter of application and a copy of your CV by email to the DEANZ President, Bill Anderson [bill.anderson@otago.ac.nz](mailto:bill.anderson@otago.ac.nz)