

## **Technology Education Professional Development Administrator (Part time)**

### **Job Description**

TENZ (Technology Education New Zealand) is about to launch an exciting new professional development initiative (TENZPLP) and needs an experienced person preferably with a background in education to manage the programme.

#### **The appointee will be required to:**

- provide information regarding courses offered
- respond to questions and ongoing queries from teachers and other course participants
- organize suitable venues, rooms and catering for delivered courses
- provide information regarding the pathway to the Waikato graduate programme
- liaise with the advisory committee regarding the appointment of facilitators
- once identified by the advisory committee communicate with facilitators for each offering of the course
- liaise with facilitators and organize their travel and accommodation
- advise teachers on travel and accommodation possibilities
- write a regular report for tnews (The TENZ online publication on Techlink) regarding the TENZ PLP programmes offered
- collect photos and positive quotes from course participants for advertising purposes
- maintain the TENZ website and keep updated
- report to the TENZPLP Advisory Board on a regular basis.

#### **Personal Specifications**

##### **The appointee must be:**

- honest and reliable
- able to work to deadlines
- able to self-manage
- able to use initiative
- an effective communicator.

**The appointee will be responsible for:**

- finances and budgeting
- invoicing teachers and collecting fees
- preparation of course material, photocopying
- distribution of course material
- preparation of Advertising material
- writing reports for tnews and the TENZPLP Advisory Board

**Hours**

- Flexible.
- Approx. 50-100 hrs. per year
- Rate \$25hr + expenses
- Hours and rates are negotiable.

Please send a CV and covering letter including the names and contact details of two referees to: [moira.n.patterson@gmail.com](mailto:moira.n.patterson@gmail.com)