## Job Advertisement

# Practicum Coordinator/Advisor, Student and Administration Services

# **Join a High-Performing Team with Heart**

* Based in National Office, Wellington
* Full time, permanent
* Supportive team with stability

**Mō te Pakihi | About us**

Te Rito Maioha, Early Childhood New Zealand are leaders in early childhood and primary education – growing teachers, leaders, experts, knowledge and bicultural practices so every child learns and thrives. As a tertiary provider, we offer diploma, degree and postgraduate qualifications in early childhood and primary education, shaped by the latest research, new knowledge and fresh thinking. As a membership organisation, we are a strong voice advocating for our sector and connecting our members with the sector-related issues, policy and professional development.

**Mō te Tūranga | About the role**

At the core of our work is a vibrant, supportive team culture. The Student and Administration Services Team is a high-performing group of professionals who care deeply about getting things right—for our students, our staff, and each other. We deliver seamless, end-to-end student|tauira administration services across the full student journey—from application and enrolment to practicum placements, graduation and everything in between.

We're on the lookout for a motivated and well-organised team player who puts people first and thrives in a collaborative, fast-paced environment. If you're someone who takes pride in high-quality work, enjoys problem-solving, and has a passion for helping others, we’d love to hear from you.

You’ll play a key role in ensuring a smooth practicum placement experience for tauira. This includes:

* Delivering top-tier service to students, staff, and the ECE community.
* Liaising with ECE centres to ensure that our student teachers have centres to visit during their placements throughout the year.
* Our student teachers are spread throughout Aotearoa New Zealand, and you will coordinate these placements from our National Office location in Wellington.
* Working largely in Excel, Outlook and our student management system (Wisenet) you will keep accurate records of student placements, process payments for Associate Teachers, and liaise with student teachers and teaching staff to support the placements running smoothly.
* Being a key relationship builder for us, using your strengths in customer service and organisation to deliver an excellent placement experience.
* In between practicum/placement rounds, you will assist the team with wider student services and applications mahi.

**Mou | About you**

* 2+ years in student services or administration roles
* A collaborative, energetic attitude with a strong customer service focus
* Excellent relationship building and management
* Exceptional time management, attention to detail, and quality under pressure
* Technology smarts – Microsoft Office 365 is essential

**Me tono mai inaīanei | Apply now!**

You'll be part of a genuinely welcoming team that has each other's backs and celebrates success together. We’re proud of the work we do and the impact we have—and we’re always up for a challenge.

We offer additional staff benefits such as professional development, study leave, and a Christmas – New Year close-down period. We are a bi-cultural organisation and support our staff in their te reo journey.

Final appointment could be on either coordinator or advisor level depending on the skills and experience of the candidate.

If this sounds like your kind of place, get in touch. We can’t wait to meet you.

Please contact Janelle via email Janelle.Crooks@ecnz.ac.nz or 044716808 if you have any questions.

**Applications close at midnight on 13 August 2025. Apply via SEEK with a CV and Cover Letter.** We are excited to hear from you.

Applicants must have already secured their work rights in New Zealand.