

Practicum Administrator ~ School of Social Practice (Part-time 0.4 FTE, Permanent)

- Do you have proven experience in administration?
- Would you bring energy and initiative to your work with us?

Join us at BTI if you are excited by a fast-paced and focused role and you want to further invest your administrative skills and experience.

BTI is set within beautiful grounds in the sunny Bay of Plenty. We are a Category One private training provider delivering faith-informed, tertiary level, professional preparation qualifications. If you can wholeheartedly embrace BTI's vision to be 'a faithful expression of the Kingdom of God on earth' and express its community values: a Biblical worldview as formational, strength-based missional service, Trinitarian relationships, and an integration of the personal and professional, then please apply.

As the Practicum Administrator within the School of Social Practice, you will report to the Heads of School and support the Counselling Practicum Team Lead for the Bachelor of Counselling degree programme. You will enjoy communicating with our Regional Practicum Coordinators, taking care of the practicum management and learning management platforms, maintaining key documents, managing grade reporting, stakeholder feedback and practicum team minutes.

A Support Educator role in one or more of our Counselling degree courses could be added to this role to make a larger position if you are suitably qualified and experienced.

It's a fun team and a varied role if you're an efficient and self-motivated administrator able to work well under pressure with competing requests. Naturally you'll have excellent verbal and written English and a high degree of proficiency with Outlook, Microsoft and other online applications.

It is not every day a career opportunity like this arises. Bethlehem Tertiary Institute focuses on growing great hearts and minds, and people are at the heart of everything we do.

Please apply via the SEEK website. Applications close 5:00pm, Friday, 4th April, 2025 and should include:

- A short covering letter expressing interest in the position and how you meet the criteria for the role including how you align with BTI's vision, mission, and values.
- A current curriculum vitae detailing your work history (including dates and position titles), educational qualifications and your preferred contact details.
- Details of three referees including current and previous managers, peers, direct reports, or others who can help us understand your personal attributes and skills. Please ensure you provide their name, title, relationship to you, and preferred contact phone numbers. These referees will not be contacted unless you are the preferred candidate for this position.