



Tertiary Scholarships
& Loans Service
Empowering Fiji's Future

10
YEARS

Service with Excellence
2013 - 2023

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JOB DESCRIPTION - LEARNING ENRICHMENT OFFICER

IDENTIFICATION

Position Title: **Learning Enrichment Officer**

Position Number: TSLS

Location: Suva

Category: Staff

Reports to: Manager Learning Enrichment Services

Supervised by: Manager Learning Enrichment Services

ORGANIZATION CONTEXT

The Tertiary Scholarships and Loans Service (TSLS) is a statutory organization established under the Tertiary Scholarship and Loans Act 2014 ("the Act") to administer and implement all the Fijian Government funded Tertiary Education Scholarship and Loans Scheme. TSLS is responsible for ensuring transparent and accountable management of government funding provided for tertiary scholarships and loans. In doing this, TSLS focuses on achieving the best educational outcomes for Fiji and ensuring that funding spent on scholarships and loans will result in contributions to the Fijian economy and workforce.

The Learning Enrichment department at TSLS aims to provide assistance to students during their learning journeys and beyond once they graduate and search for employment.

POSITION CONTEXT

The Learning Enrichment Officer (LEO) is a newly established position to assist in the volume of students performing below expected academic requirements and non-completion rates. The position will report to the Manager Learning Enrichment Services and will work to provide support and learning enrichment to all sponsored students.

The role requires monitoring the academic performance of Probation and Suspension students, compiling resources, assisting in planning and executing learning enrichment sessions. The role will also require analysing At-Risk lists obtained from Tertiary Education Institutions (TEI's) to identify, trends, gaps and areas and ways of improvement.

The position will ensure that sufficient support is provided to students while on the learning journeys, and also beyond as the Officer will also assist in the Post-graduation care and Employer Connect Portal.

The Learning Enrichment Officer will support the Manager Learning Enrichment in successfully meeting goals set for achieving higher academic achievements and greater rates of student completion rates.

KEY RESPONSIBILITIES

- Reporting to the Manager Learning Enrichment the Learning Enrichment Officer will be responsible for planning and executing learning activities
- Prepare learning materials, complete records, and carry out administrative tasks.
- Implementation of planned learning activities.

- Liaise with guest speakers, industry representatives and other stakeholders that would benefit Learning Enrichment services at TSLS.
- Lead student groups instruction and discussion and provide support to students who have difficulty with communication, interaction, cognition, and learning, as well as other behavioral, emotional, and developmental issue.
- Assist in assessing and analysing Probation, Suspension and At-Risk student's listings to identify trends and provide the necessary support.
- Engaging with students placed on Caution for academic performance or misconduct by TEI
- Engage with At-Risk students and provide resources and needful support.
- Engage with students by fostering a positive and supportive relationship to promote their wellbeing and study progress
- Provide one-to-one support to a specific student with learning needs
- Participate in meetings, orientations and events, and use communication channels effectively to support the education team.
- Visit schools and TEI's to create awareness on Learning Enrichment services at TSLS.
- Assist with conducting post-graduation care sessions, and engage with recent graduates.
- Keep records of graduation listings by category to be used for Employer Connect Portal as vacancies come up.
- Assist in creating awareness and trainings on the Employer Connect Portal by visiting organisations, meetings and events.

QUALIFICATION

- Bachelor's degree in Psychology, Education or related field.

EXPERIENCE

- At least 1-2 years of proven experience in the service oriented or education sector.
- Proven experience and working knowledge of Microsoft Word, Excel, and PowerPoint.
- Demonstrated high level written and oral communication skills, including the ability to negotiate learning outcomes for students.
- Experience in client-facing.
- Proven record of Professional conduct displaying high levels of confidentiality
- Demonstrated experience in excellent organizational skills including attention to detail and multitasking skills.

ATTRIBUTES

- Demonstrated experience in supporting the learning of students with different backgrounds and abilities.
- Excellent communication skills both written and oral.
- Demonstrate integrity and conviction to ethics and confidentiality.

RENUMERATION

- **Salary Band:** 3
- **Salary Range:** \$28,641.00 - \$42,962.00