Sacred Heart College
AUCKLAND

Current Vacancy

International Students Assistant

Sacred Heart College is looking to appoint a part-time International Students Assistant to support the International Department with the effective day-to-day operation of the international student programme, ensuring students are supported to settle into College life, access appropriate assistance, participate fully in the school community, and contribute to a safe, welcoming, and culturally inclusive environment.

Ideally you will bring the following attributes or possess the following skills:

- Ability to establish strong relationships with internal and external stakeholders
- Strong interpersonal and communication skills, and ability to multitask
- Ability to build positive relationships with young people from diverse cultural backgrounds
- Attention to detail, and excellent administrative skills.
- Excellent time management skills – highly efficient and able to work autonomously
- A comprehensive knowledge of Kamar and NZ school system and its operations are an advantage
- A sound working knowledge of PC application skills including Word, Excel, and database management
- Commitment to student wellbeing, safety, pastoral care and friendly customer service focus
- Being part of the 24/7 emergency contact system
- High level of professionalism, confidentiality, and discretion
- Ability to communicate in a second language relevant to the international student community (Chinese, Japanese, or Korean) would be advantageous

This role will commence in Term 1 2027, offering 25 hours per week, during term time. Additional 25 hours of work per week are required during the Term 1, 2 and 3 holiday period.

Applications close: 16th November 2026

Please email your expression of interest and CV to Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In subject line please specify the position you are applying for.