

## Who's who in our Administration Team?

The school's administrative team is dedicated to support our students in their academic journey on a day-to-day basis. Our 5-strong administration team – each bringing their experience and expertise - is ready to go an extra mile to meet your needs. If you want to know to whom you should go to whenever you visit the administration office, below is a useful guide for you.

**Joey Lavea, Recruitment/Marketing Officer (email: [joey.lavea@nzsao.com](mailto:joey.lavea@nzsao.com))**

Joey is our “Santa Claus” with a warm smile. You cannot miss going past him. Born in New Zealand, Joey has 8 years of experience in student support/recruitment and pastoral care.

**Doreen Cheung, Student Services Officer (email: [doreen.cheung@nzsao.com](mailto:doreen.cheung@nzsao.com))**

Born in Hong Kong, Doreen is the lady sitting at the reception desk. Holder of a masters' degree in Journalism & Communication from the Chinese University of Hong Kong, Doreen has many years of experience working in the education sector.

Both are ready to help in the following areas:

- Re-enrolment of pathway study
- Confirmation of school fees
- StudyLink assistance
- Student feedback, counselling & support
- Ezybook bookings & free vouchers
- Photocopying, house keeping, and lost & found properties

..to be continued on P2

*From the Editor:*

*“The Channel” is launched as part of our drive to improve communication between school management and students. You are most welcome to send us your feedback to make “The Channel” more effective.*

*Doreen Cheung*

*“Where there is no movement, there is pain. Where there is movement, there is no pain.” —  
Traditional Chinese saying.*



(L to R) Our Administration Team: Jokita Kumar, Doreen Cheung, Joey Lavea, Cynthia Li and Kathryn Zhao.

Photo by Liz Kirk

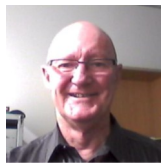
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**Kathryn Zhao, Administration Officer (email: [kathryn.zhao@nzsao.com](mailto:kathryn.zhao@nzsao.com))**

Kathryn is a fresh graduate from Massey University majoring in Statistics. She has a strong numerical sense and is very efficient. Her duties include:

- Data entry in Student Management – student records from enrolment to record of learning
- Entering and checking student attendance to ensure they are meeting the 80% attendance requirement for domestic students and 100% for international students
- Librarian (our library opens from Monday to Friday, 10am to 2pm)
- Collect signed Public Trust Authorization form from students
- Distribute towels to student clinicians
- Student ID card, AT HOP card student rates

## New Face



Peter Rae who is appointed as Quality Assurance Manager brings his knowledge and many years of experience in Quality Assurance and Quality Management System development for PTEs to the school.

Also an expert in teaching, Peter will assist our Academic Director Janise Heow on matters relating to academic on a fixed term basis. ☰

**Cynthia Li, Quality Assurance Administrator (email: [shuang.li@nzsao.com](mailto:shuang.li@nzsao.com))**

Also a fresh graduate from Massey studying Mathematics and Statistics, Cynthia deals with everything related to hours, be it class or clinical ones. Her duties include:

- Academic calendar & study timetable for all intakes
- Clinic timetable
- Keeping track of clinical hours for both school and external clinics
- TCM supplies to clinics
- Clinical co-ordination
- Any other matters relating to academic, clinics including photocopying of patient consent form and so on

**Jotika Kumar, Accounts Administrator (email: [jotika.kumar@nzsao.com](mailto:jotika.kumar@nzsao.com))**

Jotika is a graduate of Unitec in Accounting. While she mainly focuses on the accounts of the school, you will most probably find her busy with various accounts to make sure the books are balanced at the end of the day.

Next time, when you visit our administration office, you can most probably greet our administration team by their names. ☰

# ENROL NOW FOR 2020 INTAKE

For Bachelor course: Y2 (Feb), Y3 & Y4 students

For Diploma of Chinese Herbal Medicine: interested parties from Y2, Y3 & Y4

How? Submit your Enrolment Form 2020 to Joey or Doreen