



**COLLEGE OF HUMANITIES**  
**ACADEMIC MONITORING AND SUPPORT PROGRAMME**  
**(PIETERMARITZBURG CAMPUS)**  
**MENTORS**  
**(4 MONTHS CONTRACT)**

**Academic Monitoring and Support Programme (AMSP)**

The University of KwaZulu-Natal is committed to student retention and throughput. In order to fulfil these objectives and to realize the University's strategic goal to be an institution of choice for students, the College of Humanities seeks to appoint Mentors on the Pietermaritzburg Campus. The Mentorship Programme, within AMSP, caters to first year students with the aim of assisting them to successfully manage the transition from high school into university and "At Risk" undergraduate students with the aim of assisting them move towards Good Academic Standing. The programme is geared towards achieving good academic performance and achieving quick and successful socio-academic integration within the university environment.

**Duties and Responsibilities:**

- Develop an open and effective relationship with mentees
- Advise on how and when to register for classes and how to use the University academic calendar including the last day to withdraw / pick – up modules
- Provide general information on differences of degrees
- Motivate struggling mentees
- Provide follow-up support after an advising appointment
- Be available for walk-ins at the AMS office or an alternative but suitable venue
- Refer students to campus and web resources
- Market AMS programmes to students
- Attend meetings, workshops and continued training sessions
- Facilitate workshops
- Data capturing and filing

- Complete and submit monthly paperwork on mentees
- Other relevant duties as assigned by the AMSP Coordinator

**Minimum Requirements:**

- BA / BEd / BSS / BTh or any other Bachelor's degree from the College of Humanities
- Must be a registered student within UKZN with a good academic record
- Must have good administrative skills
- Must have good communication skills (both written and verbal)
- Must have at least 2 hours per day to devote to AMSP activities
- Must have a clear criminal and disciplinary record

**Advantages:**

- Ability to communicate professionally in both English and IsiZulu
- Strong interpersonal skills
- Well informed and understanding of personal, social and financial constraints faced by many UKZN students
- Positive attitude
- Self-motivated
- Willing to provide immediate information / support for students as an academic and campus resource
- Proven experience of working with students at UKZN

The successful incumbent may be required to work on weekends.

*Applicants who meet the minimum requirements must **email a 2 page CV and a 1 page motivational letter, quoting “AMSP PMB Mentor Application” in the subject line to:***

*Nomzamo Nxumalo (AMSP Coordinator)*

*amsp@ukzn.ac.za*

For further enquiries, please contact: Nomzamo Nxumalo 📞: +27 33 260 6429 | 📧: amsp@ukzn.ac.za

Closing Date for applications: 13 December 2016

AMSP reserves the right to not make any appointments.