

**DEPARTMENT OF STUDENT RESIDENCE AFFAIRS  
(2017 - Residence Registration Assistants)  
HOWARD COLLEGE CAMPUS (08 POSTS)**

**Closing Date: 12 December 2016**

Applications are invited to apply for Residence Registration Assistant post in the Department of Student Residence Affairs for the 2017 Academic year. The duration of the employment is **6 weeks**.

**MINIMUM REQUIREMENTS:**

- Applicants must be current registered UKZN students, who will be registered for *their* third year degree in 2017 up to post graduate students.
- Applicants must have *been residing* in the residences for the past two consecutive years (2015/2016).
- Applicants must not be employed elsewhere, within the university or external.
- Applicants must not have any *previous or pending* disciplinary record.
- Applicants must have *tracable experience* in holistic student developments and voluntary service to residence communities.
- Applicants must have demonstrated good behaviour and conduct during their stay in residence.

**KEY RESPONSIBILITIES WILL INCLUDE:**

- Provide assistance to Residence Administrators with admissions.
- Coordinate queues during residence registration and ensure all students, staff and visitors are assisted accordingly.
- Assist with registration of all students, both first entry and returning.
- Redirect urgent matters to Residence Administrators or Residence Life Official.
- Act as a contact person between students, parents and the Residence Life staff.
- Assist all first year students with orientation.
- Assist Residence Administrators with filing.

Applicants are required to submit a **hard copy** of a detailed CV and motivation letter on how applicant meets the minimum requirements to the following office:

**Mr. Thoba Mthembu**  
Island Office, Office No. 05  
Telephone: 031 260 2274  
Fax: 031 260 2337  
Email: [Mthembut@ukzn.ac.za](mailto:Mthembut@ukzn.ac.za)

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