

## **COLLEGE OF LAW AND MANAGEMENT STUDIES**

### **STUDENT ADMINISTRATIVE ASSISTANT FIXED TERM CONTRACT**

#### **STUDENT SUPPORT SERVICES (WESTVILLE CAMPUS)**

Student Support Services within the College of Law and Management studies seeks to employ a Post graduate student to assist with administrative duties specifically related to functions of student counselling and career development. S/he will be expected to respect and maintain the confidential nature of the work in Student Support Services. The successful candidate will report to the Manager, Student Support Services.

#### **Requirements:**

- Registered UKZN Research Masters or PhD student on good academic standing
- Proof of registration
- Computer literacy with knowledge of MS Word and Excel spreadsheets
- Knowledge and/or experience of Events Management
- Be available to work for 4 hours per day/20 hours per week
- Demonstrate professional and ethical conduct at all times viz. ability to maintain high levels of confidentiality, demonstrate empathy & initiative, etc.
- Excellent time management, communication and interpersonal skills

#### **Duties and Responsibilities:**

- Liaising with internal and external stakeholders
- Reception duties including: Assist students/visitors, schedule appointments, attend to crises, respond to telephone calls/queries/emails
- Assist with events, including setting up venues with audio-visual equipment/ flip charts, etc.
- Administrative and organizational duties viz.: filing, retrieval and record-keeping ability, minute taking and data capturing/management of student database, etc.
- Orderly and systematic attention to detail
- Understands and adheres to Student Support Services protocols and procedures

#### **Advantages:**

- Undergraduate course/s in Psychology
- Previous administrative work experience showing a high proficiency in the execution of duties
- On-Campus Resident
- Professional dress etiquette
- Be meticulous, proactive and dependable

#### **Applications**

- Interested graduates are requested to email a 2-page curriculum vitae and a cover letter to Shariefa Hendricks on [clmsstudentsupport@ukzn.ac.za](mailto:clmsstudentsupport@ukzn.ac.za), with **SSS Admin Assistant 2017** in the subject line or hand deliver to Reception, at CLMS **Student Support Services, L Block, Level 3, Westville Campus**.
- The closing date for receipt of applications is **Friday, 27 January 2017**. Only shortlisted candidates will be contacted.