

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, 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.