



COLLEGE OF HUMANITIES
ACADEMIC MONITORING AND SUPPORT PROGRAMME
(EDGEWOOD CAMPUS)
ORIENTATION MENTORS
(1 WEEK 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 Orientation Mentors on the Edgewood Campus to assist with the First-Year Undergraduate Students' Orientation - 2018 Programme. The Orientation Programme is geared towards transitioning and acclimatizing new students to the university environment and the College.

Duties and Responsibilities:

- Successful applicants will be expected to perform the following duties:
- Complete a campus tour with first-year students who will be assigned to you
- Assist students with online registration at designated LANS
- Assist ICS trainers in the LAN on Basic Computer and Moodle training for first-year students
- Maintain order in all venues that will be used and marshal students when necessary
- Hand out relevant forms, flyers, booklets, etc. to students
- Guide students to relevant offices, schools, colleges, etc. when necessary
- Perform any other duties deemed to be necessary by the AMS Programme and the College of Humanities

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 a clear criminal and disciplinary record

Advantages:

- Previous experience as a mentor
- 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
- Ability to work under pressure

The successful incumbent may be required to work on weekends and attend training sessions.

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

Victor Nnadozie (AMSP Coordinator)

Nnadozie@ukzn.ac.za

For further enquiries, please contact: Nothando Khumalo ☎: +27 33 260 3860 | 📧: khumalon3@ukzn.ac.za

Closing Date for applications: 30 November 2017

The College of Humanities reserves the right to not make any appointments.