

**The University of KwaZulu-Natal is committed to Employment Equity with the
Intention to promote representivity within the Institution**

**UNIVERSITY OF KWAZULU-NATAL
COLLEGE OF HUMANITIES
SCHOOL OF ARTS(2 POSTS)**

VACANCY: UCDP TUTOR

**HOWARD COLLEGE (1 POST): A-UCDP 01
PIETERMARITZBURG (1 POST): A-UCDP 02**

Applications are invited from Masters or Doctoral students with appropriate qualifications and experience for the appointment to the post of:

Tutor: Part-time contract post from 01 April 2018 up to and including 30 June 2018.

Minimum qualifications and experience

- A completed undergraduate degree with a major in at least one of the disciplines offered in the School of Arts.
- A completed Honours degree.
- A good academic record.
- Excellent writing skills.
- Experience in tutoring and/or mentoring.

Duties

- Assist students with developing academic writing skills.
- Discuss student performance on assignments and tests with students and advise students with possible methods of improvement.
- Assist students with exam preparation – study skills, time management, etc.
- Keep records and statistics of student consultations.
- Write reports for the relevant School committees.

Remuneration: R4,000.00 per month

Applicants are required to submit a completed application using the University Academic Application form, available on the universities vacancies webpage: <http://vacancies.ukzn.ac.za/Home.aspx>. Application must highlight each minimum requirement, as well as provide details of 2 referees. Incomplete applications will not be considered.

Applicants must clearly indicate the reference number on the applications.

Closing date for applications: Monday, 23 March 2018.

Applications to be sent to: Adarsh Maharaj: maharaja21@ukzn.ac.za Only short-listed applicants will be contacted.