COLLEGE OF HUMANITIES
MENTORSHIP & ACADEMIC MONITORING AND SUPPORT PROGRAMME
(PIETERMARITZBURG CAMPUS)
MAINSTREAM MENTORS

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 Mainstream Mentors in Pietermaritzburg Campus for the Mentorship & the Academic Monitoring and Support Programme. The Mentorship Programme is a support structure that was created to assist first-year students achieve good academic performance and as well as quick and successful socio-academic integration in the university environment. On the other hand, the Academic Monitoring and Support Programme is a support structure that was created in the implementation of the Academic and Exclusions Policy in 2009. It was formed in order to monitor and support the increasing number of students that fall into the "At Risk" academic status and get them back to the "Good" or "Satisfactory" academic status which is commonly known as the "Green" status.

Duties and Responsibilities:
Successful applicants will be expected to perform the following duties upon being allocated students:

- Arrange and facilitate one-on-one sessions/consultations
- Convene and facilitate group sessions/consultations
- Provide scaffolding and support to students and monitor their academic progress
- Facilitate Saturday tutorial classes
- Refer/guide the students to relevant offices, departments, etc. when necessary
- Keep the registers and statistic of mentoring sessions.
- Write and submit weekly and semester reports
- Perform any other duties deemed to be necessary by the Mentorship & AMS Programme
- Must work both independently or with the team
- Must devote at least 2 hours per day to mentoring activities
- Must be available to work on weekends and attend training and debriefing sessions

Minimum Requirements:
Applicants must meet the following minimum requirements:

- Must hold a BA/BSocSci/BTh or any other Bachelor's degree from the College of Humanities
- Must be currently registered as a postgraduate student within the College of Humanities
- Must have a good academic record
- Must have good communication skills (both written and verbal)
- Must have a track record in working with or assisting other students
- Must have a clear criminal and disciplinary record

Advantages:

- Previous experience as a Mentor or Tutor/ADO
- Knowledge of the student support structures in the College and the University
- And understanding of the personal, academic, social and financial constraints faced by many UKZN students
- Ability to communicate professionally in both English and IsiZulu

*Applicants who <u>meet the minimum requirements</u> must **email a 2 page CV** and a **1 page motivational letter showing how they meet the minimum requirements, quoting "AMSP PMB Mainstream Mentor Application" in the subject line** to:*
amsp@ukzn.ac.za

For further enquiries, please contact:

Nomzamo Nxumalo (AMSP Coordinator) ✆: +27 33 260 6429

<u>**Closing Date for applications: 15 January 2019**</u>