# The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

**COLLEGE OF HUMANITIES**

**SCHOOL OF APPLIED HUMAN SCIENCES**

**ACADEMIC DEVELOPMENT OFFICER**

**(FIXED-TERM CONTRACT UNTIL 30 NOVEMBER 2019)**

**PIETERMARITZBURG CAMPUS**

**REFERENCE NUMBER: AHSADO01/2019**

Applications are invited from suitable candidates with appropriate qualifications and experience for the appointment to the post of **Academic Development Officer**. This is a part- time contract post until 30 November 2019 in the School of Applied Human Sciences, on the Pietermaritzburg campuses.

The successful candidates will be expected to assist the School of Applied Human Sciences to develop, coordinate and implement responses to the needs of “at risk” students, in the undergraduate programmes (Criminology & Forensic Studies and Psychology), and provide the School with input and guidance as to educational problems and challenges commonly faced by these students; discuss student performance with the relevant cluster leaders and consider possible interventions; keep records of student consultations and write reports as necessary; assist the School with orientation, registration and information sessions.

# Minimum qualifications and experience

* A completed Master’s degree in the any of the disciplines in the School of Applied Human Sciences. (Proven evidence of submission of MA Dissertation for examination may be considered)
* Previous appropriate experience in curriculum advisement for academic programmes offered in the School of Applied Human Sciences on both Pietermaritzburg Campus.
* Ability to communicate relevant concepts in any of the School disciplines clearly.
* A good academic record.

# Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za/)

Applicants should also submit a covering letter addressing each of the minimum requirements for the post in the advertisement together with a CV, details of three referees and an academic record. Incomplete applications will neither be acknowledged nor considered.

# Advert Reference Number MUST be clearly stated in the subject line.

**Closing date for applications: Wednesday, 24 April 2019. Applications to be sent to: Ms Amanda Benecke, e-mail:** **beneckea@ukzn.ac.za****. Only short-listed applicants will be contacted.**

**This appointment does not have benefits.**

**The School of Applied Human Sciences reserves the right not to fill the advertised posts.**