

The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.

**COLLEGE OF HEALTH SCIENCES**

**STUDENT SUPPORT SERVICES & COLLEGE DEAN-TEACHING AND LEARNING OFFICE**

**FIRST YEAR EXPERIENCE COORDINATOR [11 MONTHS]  
FIXED TERM CONTRACT POSITION - REF NO: CHS-FYE/2022**

**HOWARD COLLEGE/WESTVILLE CAMPUS/MEDICAL SCHOOL**

The College of Health Sciences seeks to appoint a First-Year Experience (FYE) Coordinator to oversee and coordinate the implementation of the FYE programme. The Coordinator will provide the needed project management and support for the FYE programmes; which includes logistics, marketing, evaluating and reporting on psychoeducation workshops, offered to CHS registered students. The coordinator will work with the FYE Administrators, FYE Facilitators, Wellness Mentors, Student Counsellors and other stakeholders to connect the First Time Entry Students (FTENs) to the UKZN community through the rollout of UKZN's FYE Programme.

Applications are invited from candidates with the appropriate qualifications and experience for appointment to the post of: **First Year Experience Coordinator: Fixed Term Contract (11 Months)**

**MINIMUM REQUIREMENTS:**

- Currently registered as a postgraduate student in the College of Health Sciences or completed their PG degree in CHS, UKZN
- Must have a good academic standing
- Must have a clean/ clear criminal and disciplinary record
- Have a good knowledge of the campus- specific support services, key student administration structures, Library services, Finance office, etc
- Have a working knowledge of the UKZN Online registration system, Student Central, Learn2021/Moodle, MS Word, MS PowerPoint, MS Teams/ Zoom, WhatsApp, Microsoft Outlook, and other e-learning/digital platforms used for teaching and learning in the University environment
- Demonstrate a fair understanding of challenges experienced by first year students, in particular UKZN students.
- Previous experience as a Peer Wellness Mentor, Academic Mentor, Tutor or other traceable employment histories of student support or working with students

**CLOSING DATE FOR APPLICATION: 24 DECEMBER 2021 (midnight)**

Applicants are required to e-mail a cover letter highlighting their experience with respect to the minimum requirements listed above, together with a brief CV, and completed Support Services application form available on the UKZN website to Ms Pina Van Rensburg at [VRENSBUR@UKZN.AC.ZA](mailto:VRENSBUR@UKZN.AC.ZA)

Please state the title/advert reference number of the post you are applying for in the subject line of your email.

No late applications will be considered. The College of Health Sciences reserves the right not to make any appointments or re-advertise to increase the pool of suitable candidates, and to verify all information provided by candidates. **The appointment is for an eleven-month fixed term contract. No other benefits are attached to this appointment. Only shortlisted candidates will be notified. The closing date for receipt of applications is 24 December 2021.**