

**COLLEGE OF HEALTH SCIENCES
STUDENT SUPPORT SERVICES**

**SWAT ADMINISTRATIVE ASSISTANT /DATA CAPTURER
FIXED TERM CONTRACT – JANUARY TO DECEMBER 2022**

**REFERENCE NUMBER: SWAT-AA/DC-2022
CLOSING DATE: FRIDAY, 24th December 2021**

The College of Health Sciences, Student Support Services seeks to employ a Data Capturer for the SWAT Programme. The incumbent will assume duty in January 2022 and will work across the 3 CHS sites [WC/HC/MED SCHOOL].

The successful candidate will undertake data capture and administrative tasks of the SWAT Programme and work closely with the SSS team.

REQUIREMENTS

- Experience in word-processing, spreadsheets and stats packages
- Experience in the capture of qualitative and quantitative SWAT research data
- Currently registered post-graduate students in the process of completing their thesis/dissertation and who do not attend lectures during the day.

KEY RESPONSIBILITIES

- Work within the SWAT project timelines
- Data capture all components of SWAT
- Update SharePoint on a weekly basis
- Attend to general student queries relating to the SWAT programme
- Development of the student Wellness Profiles
- Compile monthly statistics on the SWAT patterns and trends
- Generate monthly progress reports related to the SWAT programme
- Schedule monthly and bi-monthly SWAT meetings between SSS and ADO's
- Capture the evaluations of the Academic Orientation and Integration programmes and generate draft reports
- Capture all workshop evaluations
- Capture PWM evaluations
- Update the AMS team contact lists
- Other duties as deemed necessary by the Manager: Student Support Services.

HOURS OF DUTY

- 4 consecutive hours per day for a total of 80 hours per month

REMUNERATION

- Please note there are no benefits attached to this post.

APPLICATIONS

Applicants are required to submit a covering letter highlighting their experience in, and providing evidence for, each of the requirements as listed above, together with a detailed CV to Mrs Pina Van Rensburg on Vrensbur@ukzn.ac.za with ***your name and SWAT-AA/DC-2021*** in the subject line.