

**COLLEGE OF HEALTH SCIENCES  
STUDENT SUPPORT SERVICES**

**RESEARCH ASSISTANT- DATA MANAGEMENT  
FIXED TERM CONTRACT – January to December 2022**

**REFERENCE NUMBER: CHS: SSS/RA - 2022  
CLOSING DATE: Midnight - FRIDAY, 24<sup>th</sup> December 2021**

The College of Health Sciences, Student Support Services seeks to employ a Post Graduate student in Computer Science/Informatics as a Data Capturer/Data Management. The successful candidate will provide technical data support.

**Minimum Requirements**

- Honours or Masters level student in Computer Science/Informatics
- Currently registered post-graduate students, who do not attend lectures during the day nor have any other employment contract at UKZN
- Must have 4/5 hours per day to dedicate to the role
- Proficient in designing databases, data capturing, compiling and integration of information for statistical and narrative reports;
- Proficient in the MS Office Suite; with advanced skills and experience in MS Word, MS Excel and MS Access
- Proficient in the use of statistical packages
- Report writing skills

**Key responsibilities:**

- Assist with essential day to day administration tasks and statistics collation
- Establish an efficient online SSS database
- Develop templates for capturing of statistics for both individual and group interventions
- Design a client database for tracking case files and allocations
- Collating data of monthly statistics of individual sessions and group interventions
- Generate individual and composite data reports
- Provide statistics of uptake, presenting problems, and case trends for SSS monthly and CHS committee reports.
- Manage the online client satisfaction surveys, release of the CSS survey and extract student counsellor report

**Remuneration:**

- UKZN Fixed Term contract rates
- Please note there are no benefits attached to this post
- The successful candidate will be remunerated on an hourly basis

**Applications:**

Applicants are required to submit their application, together with a brief curriculum vitae highlighting their experiences in each of the minimum and essential requirements mentioned above, with contact details of at least three referees to Pina Van Rensburg at [vrensbur@ukzn.ac.za](mailto:vrensbur@ukzn.ac.za) **with your name and CHS: SSS/RA-DM – 2022** in the subject line.

The closing date for receipt of application is **FRIDAY, 24<sup>th</sup> December 2021.**

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