

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

Preference will be given to applicants from the designated groups in accordance with Employment Equity.

COLLEGE OF HUMANITIES

PRACTICUM ADMINISTRATOR (4 POSTS)

SCHOOL OF EDUCATION

STUDENT ADMINISTRATION (TEACHING PRACTICE)

EDGEWOOD CAMPUS

(TWELVE MONTHS FIXED-TERM APPOINTMENT: 1 FEBRUARY 2023 TO 31 JANUARY 2024)

The incumbents will provide administrative support to the Teaching Practice operations with respect to student placements, coordination of tutors and consolidation of reports and capturing of marks and serves as first point of contact for any teaching practice related queries. S/he will provide administrative support to the teaching endeavours for Teaching Practice undergraduate modules and serves as first point of contact for any teaching/module related queries. They will report to the Principal Administrative Officer: Student Administration.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post-school qualification
- Experience in student administration or teaching practice administration
- Proven experience in word processing and spreadsheets

Short-listed candidates may be required to undergo a skills test.

The Remuneration is R15 390.00 per month

The closing date for receipt of applications is 15 December 2022

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za

Completed forms may be sent to Jeenarains@ukzn.ac.za

The Job Title MUST be clearly stated in the subject line.