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.

<u>COLLEGE OF HUMANITIES (CHUM)</u>
OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING
ACADEMIC MONITORING AND SUPPORT (AMS)

AMS COORDINATOR
(ONE POST - Fixed Term Contract Appointment)
EDGEWOOD CAMPUS

The University of KwaZulu-Natal is committed to student access, diversity and success. To fulfil these objectives and realise the University's strategic goal to be an institution of choice for students, the College of Humanities (CHUM) is seeking to appoint an AMS Coordinator at the Edgewood campus. The AMS Coordinator is appointed on a 12-month fixed-term contract, and while the post is renewable, this is subject to the performance of the incumbent and the availability of funding. The successful applicant may not hold dual/ concurrent appointments in the College of Humanities, the Schools in the College, or the other Colleges at UKZN. The AMS Coordinators support the College's implementation of the University's Academic Monitoring and Support and the Academic Exclusions Policies in CHUM. The AMS Coordinators supervise all the mentors, and Mentor Team Leaders who work with the undergraduate students, and coordinate/ manage all the programmes in AMS at the respective campuses. The AMS Coordinators report to CHUM's Head of AMS and Dean of Teaching and Learning.

Minimum Requirements: *Applicants must meet the following minimum requirements:*

- Be a currently registered Master's or Ph. D student in the College of Humanities (*It is preferable to apply for this position on the campus at which you are registered at*)
- Must have a good academic record
- Traceable employment history - a minimum of two-year's experience – as a Team Leader/ Programme Coordinator/ Lecturer/ prior working experience in the AMS Programme in the College of Humanities
- Demonstrate good administrative and coordination skills
- Demonstrate ability to work both independently and as part of a team
- Demonstrate an ability to communicate (written and verbal proficiency) professionally in English, with proficiency in IsiZulu being an advantage
- Must have a clean/ clear criminal and disciplinary record

Duties and Responsibilities: *The incumbent will perform some of the following duties and responsibilities:*

- Must be available to attend compulsory training and regular staff/ programme meetings
- Assist the College of Humanities with orientation, registration, and referring the First-Year students (FYs) to relevant services on campus
- Provide or arrange relevant training for mentors working within the AMS programme
- Coordinate, manage and provide support to Mentor Team Leaders and mentors working on all CHUM AMS projects and programmes – peer mentoring, M+ project, working with students categorised as 'at risk'
- Regularise programme meetings with the staff you are managing
- Liaise with Academic Development Officers (ADOs) and Writing Place to support programmes such as the M+ project or working with students categorised as 'at risk'
- Coordinate and develop peer mentoring programmes in line with UKZN initiatives
- Contribute to the development of appropriate and reliable instruments/ tools that facilitate the efficient tracking, recording, monitoring and evaluating of the support provided – willingness to use digital technologies to maintain and update records – digitalisation of Monitoring and Evaluation at the campus and programme level
- Keep updated administrative records and when deemed necessary, produce reports
- Must liaise with the relevant Student Support Services and refer students
- Must be able to work both independently and as part of a team

- Present research papers on the AMS Programme on behalf of the Office of the Dean of Teaching and Learning in the College of Humanities at relevant local and internal conferences/ webinars/ colloquiums/ symposiums and research days when deemed relevant
- Must liaise with the Head of AMS, Director of Teaching and Learning, or Dean of Teaching and Learning in the College when deemed necessary
- Perform any other duties deemed necessary to the AMS Programme by the Head of AMS, Director of Teaching and Learning, or Dean of Teaching and Learning

CLOSING DATE FOR APPLICATION: 14 DECEMBER 2022 (midnight)

Please activate Global Protect. You will need to use your UKZN login and password to access and complete the ONLINE APPLICATION FORM. Please copy the link below into Google Chrome/ MS Edge to activate it.

https://forms.office.com/r/z7HYXZGfL5

Please note you will be also required to upload a full copy of your CV, ID/ Passport, copy of your study/work visa (if applicable), proof of registration for 2022 at UKZN or evidence that you have applied for PhD in 2023 if you are degree complete for Masters in 2022, a copy of you highest qualification certificate and most recent transcript available. Please ensure these are in PDF format and the relevant documents certified.

Contact person for queries:

Dr. Sharmla Rama: Ramas@ukzn.ac.za

Only short-listed candidates will be contacted. No emailed or late applications will be considered. The College of Humanities reserves the right not to make any appointments and to verify all information provided by candidates.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.