

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 HUMANITIES

**OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING
ACADEMIC MONITORING AND SUPPORT**

**FIRST-YEAR EXPERIENCE WELLNESS MENTORS
(Fixed Term Contract)**

PIETERMARITZBURG & HOWARD COLLEGE

(re-advertisement to fill existing vacancies)

The University of KwaZulu-Natal (UKZN) 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 appointing First-Year Experience (FYE) Wellness Mentors at the Pietermaritzburg and Howard College Campuses in 2023, Semester one. The FYE Wellness Mentors are appointed on a fixed-term contract, three to four months. The post is renewable, subject to the performance of the incumbent and the availability of funding. The successful applicant/s may not hold dual/ concurrent appointments in the College of Humanities, the Schools in the College, or the other Colleges at UKZN. The FYE Wellness Mentors are crucial to UKZN FYE Programme initiative to support and augment the First-Year Experience (FYE). The mentors connect the First Time Entry Students (FTENS) to the UKZN community. The FYE Programme is an online and blended programme based on and augments the Orientation programmes UKZN had pre-COVID-19. This support will facilitate FTENS' better understanding of the University structure, systems, services, programmes, the teaching and learning environment, remote, online, e-learning practices, and student life. The FYE Wellness Mentors guide FTENS through the FYE Programme and provide some guidance, information and respond to questions during the orientation and subsequent FYE workshops. The FYE Wellness Mentor reports to the FYE Wellness Coordinator, and when required the CHUM Head of Academic Monitoring and Support and Dean of Teaching and Learning.

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

- Must be **currently registered** as a postgraduate student in the College of Humanities
- Must have a good academic record
- Must demonstrate an ability to communicate (written and verbal proficiency) professionally in English, with proficiency in IsiZulu being an advantage
- Ability to demonstrate good administrative and organisation skills and competencies, as well as ability to work under pressure will be an advantage
- Must have a clean/ clear criminal and disciplinary record

Duties and Responsibilities: *Successful applicants will perform some of the following duties and responsibilities: blended and contact approaches may be required*

- Must be available to attend compulsory training and debriefing sessions
- Must facilitate the roll-out of the structured campus-specific Orientation and FYE Programme with the FTENS - refer and remind students to attend the sessions
- Arrange and facilitate one-on-one sessions/ group (where/ when required) with first-year students based on the online FYE Programme and per Unit – blended approach
- Refer/guide the students to the relevant academic advisors, support services, key personnel at Finance and Student Administration, academics in the Schools, etc., when necessary
- Must be able to work both independently and as part of a team
- Must commit at least 3 hours a week to mentoring activities with FY students in terms of their progress and completion of the four units in the FYE Programme
- Keep statistics and a register of FTENS' progress on completing the various Units/ Sections of the online FYE Programme, and records of consultations with FY students

- Address or respond to any queries on the Units/Sections of the online FYE programme
- Write and submit weekly/ monthly reports or as requested by the FYE Coordinator or Head of AMS
- Perform any other duties deemed necessary to the UKZN/ CHUM FYE Programme by the FYE Coordinator, Head of AMS, or Dean of Teaching and Learning

CLOSING DATE FOR APPLICATION: 13 DECEMBER 2022 (midnight)

Please activate Global Protect – if you are applying off-campus. You will need to use your UKZN login and password to access and complete the ONLINE FORM. Copy the link below into Google Chrome/ Microsoft EDGE to activate it. No emailed or late applications will be considered.

<https://forms.office.com/r/gWw3WHyReX>

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, a copy of you highest qualification certificate and most recent transcript available. Please ensure these are in PDF format and all relevant documents certified. Please be reminded that all information will be verified.

Contact persons for queries:

Ms Nonjabulo Tshabalala: TshabalalaN@ukzn.ac.za

Only short-listed candidates will be contacted. The College of Humanities reserves the right not to make any appointments and to verify all information provided by candidates. Only a limited number of positions are available.

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.