**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 designated groups in accordance with our**

**Employment Equity Plan**

**COLLEGE OF LAW AND MANAGEMENT STUDIES**

**TEACHING AND LEARNING UNIT**

**FIRST YEAR EXPERIENCE COORDINATOR (3 POSTS)**

**Fixed Term Appointment (11 Months)**

**WESTVILLE, PIETERMARITZBURG AND HOWARD COLLEGE CAMPUSES**

 **REFERENCE NO: CLMS FYE-01-2025**

The College of Law & Management Studies, Teaching and Learning Unit seeks to employ registered post-graduate students with appropriate qualifications and experience to the post of First Year Experience Coordinator under the FYE programme for the 2025 academic year. The post is a fixed-term contract with no benefits attached to this appointment. The FYE Coordinators will manage and oversee the FYE programme, including the first-year orientation, the mentorship programme and the weekly seminars. The successful candidates will report to the Academic Monitoring and Support Coordinator and the Head of the Teaching and Learning Unit.

**Minimum qualifications and experience**

* A completed BCom Honours degree (or its equivalent) in one of the specialisations from the College of Law and Management Studies
* Registration towards a Masters’ degree in one of the specialisations from the College of Law and Management Studies
* One-year experience in formal tutoring
* One-year traceable experience in academic development in a tertiary institution
* One-year experience in programme coordination

**CLOSING DATE FOR APPLICATION: Friday 22 November 2024**

**Applicants are required to complete the application form (SUPPORT) which is available on the vacancies page of the university website** [**http://vacancies.ukzn.ac.za/Home.aspx**](http://vacancies.ukzn.ac.za/Home.aspx) **and send together with a covering letter highlighting their experience with respect to the minimum requirements listed above and a brief Curriculum Vitaeto Mr Mxolisi Sgalelana (****SgalelanaM@ukzn.ac.za****). Please state the title/advert reference number of the post you are applying for in the subject line of your email.**

*Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in other Colleges, Schools or Units at UKZN.*

*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 provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and/or good governance practices, as well as record keeping for statistical purposes. 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.*