



ADVERT
Residence Registration Assistants - 2025
DEPARTMENT OF STUDENT RESIDENCE AFFAIRS EDGEWOOD
CAMPUS (7 POSITIONS)

Closing Date: 26 November 2024

Applications are invited for Residence Registration Assistant positions in the Department of Student Residence Affairs for the 2025 Academic year. The duration of the employment is **+6 weeks**.

APPLICANTS MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

- Be a UKZN Edgewood registered student at third-year level of study in 2025.
- Have been residing in the residences for the past two consecutive years (2023/2024).
- Must not be employed elsewhere including holding any student leadership positions for the duration of the contract.
- Should not have any previous or pending disciplinary record.
- Have traceable experience in providing voluntary service to residence communities i.e House Committee/Floor Representative/Student Mentorship.
- Have continuously demonstrated good behaviour and conduct during their stay in residence.
- Honesty and integrity
- Communicate effectively and efficiently

KEY RESPONSIBILITIES WILL INCLUDE:

- Providing assistance to Residence Administrators regarding residence registration of students.
- Coordinate queues during residence registration and ensure all students, staff and parents are assisted accordingly.
- Assist with residence registration of all eligible students (Returning and First Entry).
- Redirect urgent matters to Residence Administrators or Residence Life Office.
- Act as a contact person between students, parents and the Administrators.
- Assist all first-year students with residence information during orientation.
- Relay correct information as per the instruction of DSRA staff.
- Work hand in hand with DSRA staff for prolonged hours as and when required.

Applicants are required to submit a **hard copy** of a motivational letter on how they meet the minimum requirements (Include name, surname, student number, contact number, current residence and room number).

All motivational letters should be hand delivered to:

Mr. Sithabiso Shange

Dulcie September Conference Centre, Floor 0

Office, no. 0-22

Telephone: 031 260 8823
