

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.

Applications are invited for the Assistant Academic Development Officers from suitably qualified registered PhD students in the College of Humanities.

COLLEGE OF HUMANITIES

**ASSISTANT ACADEMIC DEVELOPMENT OFFICER: UNDERGRADUATE & POSTGRADUATE
STUDENT APPOINTMENTS FOR THREE MONTHS**

**OFFICE OF THE DEAN OF TEACHING AND LEARNING
CAMPUS: EDGEWOOD/ PIETERMARITZBURG/ HOWARD COLLEGE**

The Assistant Academic Development Officers provide support through academic and curriculum advising and are responsible for monitoring and evaluating student performance. These appointments are externally funded. The post is a fixed-term contract with no benefits attached to this appointment. The post is renewable, subject to the performance of the incumbent and the availability of external funding. The appointee will also work closely with other key support services and stakeholders. The successful candidate will be expected to work well under pressure and independently. The candidate should have high personal integrity and the ability to deal with sensitive issues delicately and diplomatically while maintaining complete discretion and confidentiality. The candidate should have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders. The successful candidate must be proficient in English, and IsiZulu is an advantage. The incumbents will report to the College Head of Academic Monitoring and Support and the Dean of Teaching and Learning.

Minimum Requirements:

- A currently registered PhD student in the College of Humanities with evidence of being on track regarding the progression rules for doctoral studies
- At least two years of proven experience in academic and/ or curriculum advising, academic monitoring and support (tutor/ mentor) or as a tutor, mentor or lecturer in the Schools
- Experience undertaking research and administering, extracting and analysing all sources of data, with experience in preparing reports and presenting results
- Relevant experience with Microsoft Office Suite, MS Teams/ Zoom, and Microsoft Outlook; with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel), Student Management System (SMS), including SPSS

Enquiries and details regarding this post may be directed to Dr Sharmila Rama Ramas@ukzn.ac.za.

The remuneration offered is in line with the UKZN student assistant pay rates. The closing date for receipt of applications is 23 DECEMBER 2024, 16h00.

Applicants are required to submit their applications online. To apply, please click on the link: <https://forms.office.com/r/y2dQfMQJE9>. No emailed applications will be accepted.

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 the College of Humanities or Schools or Units in the other Colleges at UKZN and outside.

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.