

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.

Applications are invited for the Writing Place Tutors from suitably qualified registered postgraduate students in the College of Humanities.

COLLEGE OF HUMANITIES

WRITING PLACE TUTORS (40 POSTS) STUDENT APPOINTMENT FOR FOUR MONTHS OFFICE OF THE DEAN OF TEACHING AND LEARNING EDGEWOOD/HOWARD COLLEGE/ PIETERMARITZBURG CAMPUS

The College of Humanities seeks to appoint Writing Place Tutors for the second semester. The Writing Place offers academic and scholarly/ scientific writing and literacy support to students and is necessary for achieving and maintaining good academic performance and success. The post is a fixed-term contract with no benefits attached to this appointment. These appointments are externally funded. The successful candidates will be expected to work well under pressure and independently. S/he should have high personal integrity and the ability to deal with sensitive issues delicately and diplomatically while maintaining complete discretion and confidentiality. S/he 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. The Writing Place tutors report to the Writing Place Coordinator.

Minimum Requirements: Applicants must meet the following minimum requirements:

- Must be currently registered for a Master's or PhD in the College of Humanities
- Must have a good academic record, with evidence of being on track in regard to the progression rules for your studies, an advantage
- Traceable employment history as a Tutor/ Teaching Assistant/ Demonstrator/ Writing Place Tutor with *at least one year* of working experience in marking and providing feedback on students' assessments

Enquiries and details regarding this post may be directed to writngplacehum@ukzn.ac.za

The remuneration offered is in line with the UKZN student assistant pay rates. The closing date for receipt of applications is 27 February 2025, 16h00.

Applicants are required to submit the applications via the online form. To apply, please click on the link: <https://forms.office.com/r/XxijLAWmni>. 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 other Colleges, Schools or Units 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.