**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 First-Year Experience Mentors from suitably qualified registered postgraduate Students in the College of Humanities.**

**COLLEGE OF HUMANITIES**

**FIRST-YEAR EXPERIENCE MENTOR (Howard College and PMB Campus)**

**STUDENT APPOINTMENT FOR FOUR MONTHS**

**OFFICE OF THE DEAN OF TEACHING AND LEARNING**

**HOWARD CAMPUS**

The College seeks to appoint First-Year Experience (FYE) Mentors in the UKZN First-Year Experience Programme (FYEP) for semester two of 2025. This student appointment has no benefits attached to it. These student appointments are externally funded. The FYE Mentors connect the undergraduate First Time Entry Students (FTENs) to the UKZN community and support their participation and completion of the compulsory online UKZN FYEP. The FYEP is a blended mode of delivery. Each mentor will be allocated a group of mentees (FTENs) and will provide them with information on how to access and complete the four units of the FYEP, undertake contact or virtual training sessions on the FYEP units, and respond to questions and queries relating to these and related activities. The FYE Mentor will also monitor and evaluate the mentees’ progress and completion of the four FYEP units.

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. Proficiency in English and IsiZulu (and other languages) is an advantage. The incumbents will report to the FYE Coordinators.

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

* Be a currently registered postgraduate student in the CHUM. (*It is preferable to apply for this position on the campus at which you are registered*).
* Must have a good academic record, with evidence of being on track with the progression rules for your studies.
* 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), and MS Forms.

**Enquiries and details regarding this post may be directed to the FYE Coordinators.**

**Pietermaritzburg:** **chum\_fye\_PMB@ukzn.ac.za**

**Howard College:** **chum\_fye\_HC@ukzn.ac.za**

**The remuneration offered is in line with the UKZN student assistant pay rates. The closing date for receipt of applications is 6 June 2025, 16h00.**

**Applicants are required to submit their applications via the online form.** **To apply, please click on the link:** [**https://forms.office.com/r/Vbj9fzHYwJ**](https://forms.office.com/r/Vbj9fzHYwJ)**. 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.**