

DEPARTMENT OF STUDENT RESIDENCE AFFAIRS
(2026 - Residence Registration Assistants)
EDGEWOOD CAMPUS (8 POSITIONS)

Closing Date: 17 November 2025

Applicants are invited to apply for a Residence Registration Assistant post in the Department of Student Residence Affairs for the 2026 Academic year. The duration of the employment is

± 6 weeks.

MINIMUM REQUIREMENTS:

- Applicants must be UKZN Edgewood students, registered for their 2nd year in 2025, and expected to register for their 3rd year in 2026.
- Applicants must have been residing in UKZN administered residences for the past two consecutive years (2024/2025).
- All applicants must not be employed elsewhere including student positions for the duration of the contract.
- All applicant should not have any previous or pending disciplinary record.
- Applicants must have traceable experience in providing voluntary service to residence communities i.e House Committee/Floor Representative/Student mentorship.
- Applicants must have demonstrated good behaviour and conduct during their stay in residence.

KEY RESPONSIBILITIES WILL INCLUDE:

- Provide assistance to Residence Administrators with residence registration of students.
- Provide assistance to the Private Accommodation Office with applications (data sorting), vetting process, and student registration for private accommodation in 2026.
- 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 Senior administrator or Residence Life Office.
- Act as a contact person between students, parents and the Residence Administrators.
- Assist first year students with residence information during orientation.
- Relay correct information as per the instruction of DSRA Head of Registration.
- Communicate effectively and effeciently.
- Work hand in hand with DSRA staff for prolonged hours when required to.

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. Lebohang Mathobela

Dulcie September Conference Center, Floor 1

Office, no. 1-12

Telephone: 031 260 3425
