

The University of KwaZulu-Natal is committed to employment equity

COLLEGE OF LAW AND MANAGEMENT STUDIES

TUTORS: BUSINESS LANGUAGE DEVELOPMENT

11 Months Fixed-Term Appointment - 2015

TEACHING AND LEARNING UNIT

WESTVILLE CAMPUS (3 POSTS) & PIETERMARITZBURG CAMPUS (1 POST)

REFERENCE NUMBER : T&L5/2015

Business Language Development is a core module for the Foundation Bcom 4 programme. The course makes use of interesting and exciting teaching methodologies which involve students in active learning. The aim of the course is to develop critical thinking and language skills within the context of an academic environment and a Bachelor of Commerce degree. Business Language Development is a semesterised course, consisting of Business Language Development A and Business Language Development B, where skills developed in one part of the course are built on and enhanced in the next part.

Applications are invited from tutors and lecturers with appropriate qualifications and experience for the above. The successful candidate will have the following responsibilities:

- Tutor students at Foundation / Access level in the modules ELDV1C1 and ELDV1C2 (Business Language Development A and B);
- Consult with students;
- Conduct administration (marking, moderation, record keeping) and attend compulsory tutorial meetings; and
- Discuss student performance with module coordinator and consider possible interventions.

MINIMUM REQUIREMENTS:

- Registered for or completed a master's degree in any English or Linguistics related field;
- An excellent academic record;
- Excellent academic writing skills;
- Previous relevant experience in formal tutoring at tertiary level; and
- Ability to communicate concepts in the discipline clearly;
- Ability / experience to do research concerning the modules and also develop teaching and learning materials.

ADVANTAGES:

- Previous experience in tutoring ELDV1C1 / ELDV1C2 would be an advantage;
- TEFL qualified
- Experience in R2L method

Communication will be limited to short-listed candidates.

Appointment to this post will be on the January 2012 Conditions of Service.

The remuneration package offered will be dependent on the qualifications and experience of the successful applicant, and will be in accordance with the University's policy on fixed-term appointments.

The closing date for receipt of applications is Monday 17 November 2014.

Applicants are required to e-mail a covering letter highlighting their experience with respect to the minimum requirements listed above, together with a *Curriculum Vitae* to Ms Thina Ngubane, telephone 031-2607742, e-mail ngubanet@ukzn.ac.za. Please state the title/advert reference number of the post you are applying for.