

The University of KwaZulu-Natal is committed to employment equity and will give preference to appointable candidates from the designated groups. All appointments are based on individual merit, relative to criteria mentioned below. Candidates who do not meet all the minimum criteria will not be considered.

### **TEACHING & LEARNING PROJECTS CO-ORDINATOR**

1 YEAR FIXED TERM CONTRACT - Partial appointment (01 January 2015 – 31 December 2015)

University Teaching & Learning Office

DVC: Teaching & Learning Portfolio

HOWARD COLLEGE CAMPUS

**Closing Date: 6 November 2014**

Based within the Teaching & Learning Office (UTLO) of the University of KwaZulu-Natal, the position of Teaching & Learning Coordinator requires an experienced research professor to manage a range of activities aimed at promoting the Scholarship of Teaching & Learning.

The post requires high level research skills; organisational and administrative skills, the ability to prioritise, good inter-personal and excellent communication skills, both written and verbal. The successful applicant must be able to work as a member of a team, handle a variety of responsibilities, work with a high degree of discretion and independence, and meet pressured deadlines.

#### **Based on a 3 day week contract, the Job includes:**

- Promoting the Scholarship of Teaching & Learning through a variety of scholarly activities
- Managing the Teaching & Learning Competitive Research Grant including the peer review process
- Managing the Teaching Innovations and Quality Enhancement Grant
- Conducting capacity building workshops for Grant writing
- Conducting capacity building workshops for Report writing
- Providing mentorship and support for grant recipients
- Coordinating for the peer-review process of the Special edition of ALTERNATION Journal
- Coordinating the commissioning and peer review process of a book on Curriculum in Higher Education
- Providing support to the Director of Teaching & Learning as required.

#### **MINIMUM REQUIREMENTS:**

- A PhD;
- A Professor with at least 10 years relevant experience;
- Proficiency in MS Office suite;
- Extensive experience in conducting Teaching & Learning grant writing and report writing workshops
- Extensive experience in reviewing teaching and learning grant applications

#### **ADVANTAGES:**

- Extensive publications record and experience in post graduate supervision.
- Extensive experience in mentoring academics.

Applicants are required to submit a covering letter highlighting their experience in, and providing evidence for, each of the minimum requirements and advantages as listed above, together with a detailed CV including the names, full addresses, fax numbers and e-mail addresses of three referees which is to be **submitted no later than 6 November 2014** to Ms Corlia Ogle, UTLO, 2<sup>nd</sup> Floor, Francis Stock Building, Howard College Campus, University of KwaZulu-Natal, Durban, 4000 or e-mail: [Ogle@ukzn.ac.za](mailto:Ogle@ukzn.ac.za)