



UNIVERSITY OF
KWAZULU-NATALTM
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COLLEGE OF HUMANITIES TEACHING AND LEARNING CALL FOR APPLICATIONS FOR WRITING PLACE TUTOR POSTS 2015 (Howard College Campus)

The University of KwaZulu-Natal is committed to student retention and throughput. In order to fulfil these objectives and to realise the University's strategic goal to be an institution of choice for students, the College of Humanities seeks to appoint tutors for the Writing Place (WP) on the Howard College Campus for 2015. The WP assists students with their academic writing skills through an emphasis on essay/assignment structure and understanding of academic concepts. The primary function of the WP is to provide one-to-one tutoring at the Drop-in Centre in the EG Malherbe library and to offer group essay writing workshops to students. The successful incumbents will report directly to the WP Coordinator and Head Tutor. The Office of the College Dean of Teaching and Learning, invites all interested College of Humanities MA and PhD students, who meet the criteria below, to apply for positions as Tutors at the Writing Place, Howard College in 2015.

MINIMUM REQUIREMENTS:

- **The applicant must be intending to register for an MA or PhD in the College of Humanities at UKZN in 2015.**
- **The applicant must have a sound academic record and be able to demonstrate excellent academic writing & communication skills.**
- **The applicant must have a minimum of one (1) year's traceable experience in student tutoring and essay / assignment marking.**

GENERAL REQUIREMENTS:

- Good people skills and motivation to help students improve their academic writing.
- Demonstrated written and verbal communication skills (**preferably in both English and isiZulu as per the University Language Policy**).
- Ability to simply and coherently explain academic concepts to undergraduate students.
- Experience in writing periodic reports and meeting deadlines.
- Ability to work in a team as well as independently with responsible time-keeping.
- Computer literacy (word processing, spreadsheets and internet use).
- Ability to produce written workshop material based on the topic of academic writing.
- Availability to devote yourself to tutoring five (5) hours per week (individual consultations and group workshops) including the mid-semester vacations.



Applicants must e-mail the following (total application should not exceed 5 pages) to dore@ukzn.ac.za by no later than Wednesday 12 November 2014:

- 1) Two-three (2-3) page CV highlighting all tutoring and related work experience.
- 2) One (1) page cover letter motivating why you would be a good candidate for the position.
- 3) One (1) page signed recommendation letter from one of your lecturers/supervisor highlighting your academic writing and tutoring skills and experience.

For enquiries please contact: Ms J. Doré, Writing Place Coordinator, Howard College on (031) 260 2943/1590 or e-mail dore@ukzn.ac.za.

CLOSING DATE: WEDNESDAY, 12 NOVEMBER, 2014 (12H00).

Please note that late applications will not be accepted under any circumstances.