The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.
Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

MANAGER: COLLEGE ACADEMIC SERVICES
(PEROMNES GRADE 06)
PIETERMARITZBURG CAMPUS

REF NO.: AES02/2018

This is a key position in the College, responsible for the academic administration of students registered for programmes or modules in the College. The incumbent will be responsible for managing and coordinating the admission of students, on-going management of undergraduate, Honours, Master and Doctoral students and managing doctoral examination processes. S/he must ensure that University rules, policies and procedures are adhered to, manage financial and residence allocations, administer registration and academic exclusion appeals processes, coordinate registration and graduation for the College and deal with student complaints and academic misconduct.
The incumbent will be required to travel between campuses.
The incumbent will report to the Director: College Professional Services

Minimum requirements:

- A Bachelor's degree
- 7 years' experience in university student academic administration, of which at least 2 years have been at a relatively senior level in a College/Faculty Office or similar academic administration environment with staff line management experience
- Good written and oral communication skills
- Computer Proficiency with advanced skills in Word and Excel
- Experience in the ITS and SMS student administration system or similar computerised student management systems
- A thorough understanding of student academic processes in a university environment

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mark Tufts, 033 2606212 or email Tufts@ukzn.ac.za

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

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 09 February 2018.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may be sent to Recruitment-aes@ukzn.ac.za.
Advert Reference Number MUST be clearly stated in the subject line.