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.

<u>**COLLEGE OF HUMANITIES**</u>

TEACHING & LEARNING ADMINISTRATOR (PEROMNES GRADE 10)

SCHOOL OF ARTS

HOWARD COLLEGE CAMPUS

REFERENCE NUMBER: A05/2017

The incumbent will be placed in the Teaching and Learning Office and s/he will provide administrative support to the teaching endeavours for undergraduate and postgraduate modules and serves as first point of contact for any teaching/module related queries. S/he will need to be diplomatic, have the ability to pay attention to detail and be able to work under pressure (especially during registrations, examinations and productions). S/he will perform other administrative duties within student administration operations. S/he will report to the Manager School Operations.

MINIMUM REQUIREMENTS:

- Matric plus a relevant one-year post–school qualification
- Three-year relevant experience in student administration
- Proven experience in undergraduate and postgraduate student administration
- Proven experience in the use of Student Management System (SMS) or equivalent system
- Computer literate with experience in word processing, spreadsheets, email, web browsing.
- Experience in minute taking.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Miss Bongiwe Mngadi e-mail: MngadiB1@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 27 June 2017

Appointments to this post will be on the January 2012 UKZN Conditions of Service, where applicable.

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-humanities@ukzn.ac.za

Please state the advert reference number in the subject line.