

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

COLLEGE OF HUMANITIES

COLLEGE STUDENT FUNDING

STUDENT FUNDING INTERN

HOWARD COLLEGE (x2), EDGEWOOD (x2) AND PIETERMARITZBURG (x2) CAMPUSES

SIX MONTH FIXED TERM APPOINTMENT

REFERENCE NO: HUM08/2022

As a member of the College Student Funding Team, the incumbent will:

- Dealing with all Student Funding Queries – Bursaries, NSFAS and Scholarships
- NSFAS Application, Appeals, NSFAS Calculations, Budget Adjustments
- Assist with Scholarship queries, NRF COG, Fee Remissions and Award Letters
- Assist with logistics for External Sponsor visit logistics, checking and verifying sponsor letters
- Maintain student files

Minimum Requirements

- A Three-year Qualification
- Customer service skills
- Computer skills in MSWORD and EXCEL spreadsheets
- Good Communication Skills in English and IsiZulu

Personal Attributes Required for the Post

- Good communication (verbal and writing) and
- Interpersonal skills
- Ability to work under pressure speedily and accurately

The applicable stipend will be paid to the successful candidate.

The closing date for receipt of applications is Friday, 17 March 2023

Applicants are required to complete the relevant application form which is available on the Vacancies page of the University's website at www.ukzn.ac.za.

Completed forms must be sent via e-mail to (Malinga@ukzn.ac.za)

The advert Reference Number must be clearly stated in the subject line