The University of KwaZulu-Natal is committed to Employment Equity.

COLLEGE OF HEALTH SCIENCES

RESEARCH ASSISTANT
(Appointment to end on 30 November 2014)
TEACHING AND LEARNING OFFICE

HOWARD COLLEGE CAMPUS
REFERENCE NUMBER: T/CHS01 /2014

The College of Health Sciences, Teaching and Learning Office seeks to employ a post-graduate, PhD/Masters level Research Assistant.

KEY RESPONSIBILITIES:
- Assisting with research administration;
- Conduct electronic survey;
- Data capturing and analysis of data;
- Generating statistics and reports linked to the College Academic Monitoring Policy;
- Formulate research reports;
- Attend meetings;
- Present progress report on students accessing College Support Services AND
- Any other work deemed necessary by the Dean: Teaching and Learning.

MINIMUM REQUIREMENTS:
- PhD/Masters student, preferably having passed courses in Research Methodology and Statistics AND
- Computer literacy.

ESSENTIAL REQUIREMENT:
- Knowledge and experience in quantitative, qualitative research methods and analysis;
- Proficient in data capturing, compiling and integration of information for research reports;
- Proficient in the MS Office Suite;
- Proficient in the use of statistical packages AND
- Report writing skills.

REMUNERATION:
- Please note there are no benefits attached to this post. The successful candidate will be remunerated on an hourly basis.

For enquiries and details regarding this post, as well as requests for a job profile, contact Mrs Lavern de Bruin on 031-2604287 or email: debruinl@ukzn.ac.za

APPLICATIONS:
Interested graduates are requested to submit their applications together with a detailed curriculum vitae and a letter highlighting their experiences in each of the requirements mentioned above with contact details of at least three referees to debruinl@ukzn.ac.za **with your name and advert reference** in the subject line.

The closing date for receipt of application is Tuesday, 27 May 2014.

Advert Reference Number MUST be clearly stated in the subject line.