

The University of KwaZulu-Natal is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups per our Employment Equity Plan, including persons living with disabilities.

OFFICE OF THE COLLEGE DEAN OF TEACHING & LEARNING
COLLEGES OF HUMANITIES (CHUM)

ACADEMIC DEVELOPMENT OFFICER: UNDERGRAD (12 POSTS)

ONE-YEAR EXTERNALLY FUNDED FIXED TERM CONTRACT)

CAMPUS: PIETERMARITZBURG/ HOWARD/ EDGEWOOD

REFERENCE: HUMTL03/2023

The University of KwaZulu-Natal (UKZN) is committed to student access, diversity and success. The Office of the Deans of Teaching and Learning at UKZN seek to appoint Academic Development Officers (ADOs) per College. The post is a fixed-term contract with no benefits attached to this appointment. The post is renewable, subject to the performance of the incumbent and the availability of external funding. The ADOs will provide support through academic advising (including curriculum advising and/ or pedagogical support) and are responsible for monitoring and evaluating student performance. The ADOs will also coordinate, manage, and oversee the Supplemental Instruction Leaders (SIL) programme and provide administrative and HR-related support on this Programme. The successful candidates will report to the College Head of Academic Monitoring and Support and the College Dean of Teaching and Learning.

Minimum Requirements: *Applicants must meet the following minimum requirements:*

- Must have a Master's degree completed/ graduated in one of the disciplines in the respective College, with a registration in or completed PhD, an advantage
- Two years of experience as a Team Leader, Coordinator, Mentor or Tutor, with experience in academic monitoring and support, academic development, student support programmes, supplemental instruction, or the FYE programme an advantage
- Two years of experience undertaking research and administering, extracting and analysing all sources of data; with experience in preparing reports and presenting results, an advantage
- Relevant experience with Microsoft Office Suite, MS Teams/ Zoom, and Microsoft Outlook; with a high level of proficiency in word processing (MS Word), spreadsheets (MS Excel), Student Management System (SMS) and Moodle/Learn an advantage
- Must demonstrate an ability to communicate (written and verbal proficiency) professionally in English, with proficiency in IsiZulu being an advantage

The Incumbent must:

- Be able to work well under pressure and independently
- Have a high level of personal integrity and ability to deal with sensitive issues with delicacy and diplomacy while maintaining complete discretion and confidentiality
- Have good interpersonal and client service skills to enable successful liaison and interaction with all University stakeholders
- Must have no criminal record

CLOSING DATE FOR APPLICATION: 23 November 2023, 16h00

To apply, please click on the link <https://forms.office.com/r/9CqV6B4bJW>

No emailed applications will be accepted

Enquiries and details regarding this post, including requests for a job profile, may be directed to Ms Ruth Danster at DansterR@ukzn.ac.za

Only short-listed candidates will be contacted. The College reserves the right not to make any appointments. The successful applicant/s may not hold dual/ concurrent appointments in other Colleges, Schools or Units at UKZN.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.