UNIVERSITY OF ZULULAND

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

(RE-ADVERTISEMENT)
TEACHING AND LEARNING CENTRE
CONTRACT COORDINATOR: TUTOR (3–YEAR FIXED TERM CONTRACT)
(GRADE 8)
REFERENCE NUMBER: 2018/08/VD10

The purpose of this position is to coordinate student academic support programmes, inclusive of the tutorship and mentorship programmes. To coordinate academic development initiatives for all registered students at the University through the Teaching and Learning Centre in order to enhance students own academic development.

KEY ACTIVITIES

- Tutorship Programme
- Mentorship Programme
- Research, Evaluation and Reporting
- Policy Development and Review
- Process payroll for all tutorial programme employees, maintain payroll records while keeping student employee files as well as updating a currently existing database of student employees;
- Process employment forms.
- Design and facilitate tutor training meetings both at the beginning and then regularly throughout the year covering tutoring techniques, best practices and theory.
- Maintain training records of all Tutors and Mentors
- Develop a Tutor/Mentorship handbook of policies and procedures
- Maintain a tutorial handbook of policies and procedures.

MINIMUM REQUIREMENTS

- Minimum Masters in Education or relevant

- Minimum 2 years' experience in running tutorial programmes at higher education level
- 2 years teaching in Higher Education Institutions.
- 2 years' experience in facilitating Tutorship programme and/or Mentorship programme.
- Ability to process payroll for all tutorial programme employees,
- Ability to maintain payroll records while keeping student employee files as well as updating a currently existing database of student employees;
- Process employment forms.
- Ability to design and facilitate tutor training meetings both at the beginning and then regularly throughout the year covering tutoring techniques, best practices and theory.
- Ability to maintain training records of all Tutors and Mentors.
- Ability to develop a Tutor/Mentorship handbook of policies and procedures
- Ability to maintain a Tutorial/Mentorship handbook of policies and procedures.

RECOMMENDATIONS
- A Doctoral qualification will be advantageous.
- Experience in any field of Academic Development (Staff or Students)
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OTHER REQUIREMENTS

Knowledge
- Tutorship Programme
- Mentorship Programme
- Research, Evaluation and Reporting
- Policy Development and Review
- Centre for Academic Development Reading and Writing
- Council on Higher Education Frameworks / Legislation
- MS Office Suite
- Academic Support Programs
- Linguistics
- Teaching development grant
- University capacity development grant

Skills

- Communication
- Time Management
- Interpersonal
- Planning & Organising
- Reporting
- Conflict Management
- Research
- Networking
- Presentation

- Writing

Behaviour / Attributes

- Attention to detail
- Assertiveness
- Deadline driven
- Independent
- Self-starter
- Accuracy

CLOSING DATE: 16 September 2018

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS.** UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.