



**UNIVERSITY OF  
ZULULAND**

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

**STUDENT ADMINISTRATION**

**ADMINISTRATOR: FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**REFERENCE NUMBER: 2023/10/RA35**

**GRADE 10**

Responsible for the provision of administrative services to undergraduate and postgraduate students in accordance with set procedures. This includes administration of registration, de-registration and modification processes, extracting and updating student information from the student system and providing student records to authorized internal and external requesters as well as auditors.

**KEY ACTIVITIES**

- Administration of Registration and Modification Processes
- Processing of requests for, and issuing of, student records
- Student Administration Processes and Procedures
- Communication and Stakeholder Interface

**MINIMUM REQUIREMENTS**

- Advanced Diploma or Bachelor's Degree (NQF Level 7)
- Experience in handling student administration processes and procedures
- Experience in using the Integrated Tertiary Software (ITS)
- Minimum three (3) years relevant experience, student administration in a higher education environment
- Valid driver's license

**OTHER REQUIREMENTS**

**Knowledge**

- Specialist knowledge of student administration processes and procedures in higher education environment
- Good working knowledge of ITS and i-Enabler.

**Skills**

- Ability to communicate at all levels within the Institution.
- Computer Literacy.

- Effective verbal and written communication

**Behavior / Attributes**

- Attention to Detail
- Team player
- Quality and service oriented
- Accountability
- Relationship management
- Results driven.

**CLOSING DATE: 08 October 2023**

To apply please log on to **PNET** ([www.pnet.co.za](http://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.**

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

***By applying for this: position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, identity number, banking details, address, resume' etc, may be used, distributed, handled or processed and or stored, for purposes of Recruitment and Selection process of the University.***