DIVISION: Teaching, Learning and Student Support Services	DEPARTMENT: Centre for Academic Development
POST: Student Faculty Advisor X2	POST No:2475 PEROMNES GRADE: 8

JOB DESCRIPTION:

The main purpose of the position is to provide academic advising and support to first year students from within a disciplinary context.

Key Performance Areas include but not limited to:

- Work with all stakeholders (staff and students) to prioritise faculty based academic advising needs; assist with the design and implementation of a faculty based academic advising system; identify new processes to improve the academic advising system
- Advise and support students during the registration process in collaboration with other stakeholders
- Assist with the preparation of new student orientation and presents academic information during orientation
- Develop and facilitate academic development workshops (blended approach) for students in collaboration with other stakeholders; evaluate the impact of the workshops
- Identify at risk students through the early warning system; engage with at risk students and provides academic advice and support; refer at risk students to relevant support services when necessary; assist students with the development of personal action plans to achieve academic goals; monitor at-risk students' academic progress in partnership with lecturers and/or heads of academic departments
- To undertake any other task or duty as assigned by the Director and/or Executive Director

APPLICATION CRITERIA:

Qualification and Experience:

- A four-year degree (or NQF level 8 equivalent qualification) in a relevant discipline (education, psychology, counselling)
- At least one year work experience in an educational support role (e.g. academic advising or development/student counselling)
- An understanding of the range of challenges faced by first year students in South Africa
- An understanding of student learning theories
- Experience in working with an learning management system is advantageous
- An understanding of academic programmes and processes is advantageous

Skills and Competencies:

- Ability to establish professional working relationships with students and staff
- Ability to work with students and faculty members both individually and in groups
- Ability to work with the diverse learning needs of adult learners
- Basic counselling and coaching skills
- Interpersonal, conflict management, communication (verbal and written), report writing and
- presentation skills
- Ability to work independently and as a member of a team
- Detail-oriented with strong organisational, administrative and management skills
- Self-driven, ability to prioritise multiple tasks and to achieve deadlines
- Ability to use technology to communicate with students and staff and to facilitate learning
- Proficiency in Microsoft Office suite (Word, Excel and PowerPoint)

Closing data for applications: 22 June 2021

Submit CVs via e-mail to recruitment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply.</u> If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

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