

DIVISION: Teaching, Learning and Student Support Services	DEPARTMENT: Centre for Academic Development
POST: Mathematics, Science, Engineering and Technology (MSET) Specialist	POST No:2476 PEROMNES GRADE: 7

JOB DESCRIPTION:

The main purpose of this position is to ensure that the MSET Centre operates efficiently and effectively in providing individualised Mathematics, Science, Engineering and Technology support and class group/s development to all VUT students.

Key Performance Areas include but not limited to:

- Lead the development of a diagnostic tool to identify mathematical and quantitative literacy gaps of first year students in mainstream and extended programmes; implement the diagnostic tool; report on the literacy gaps; make recommendations for discipline-specific teaching interventions
- Build partnerships with academic departments and staff; raise awareness of the purpose and functions of MSET Centre
- Advise lecturers on developing and implementing discipline specific teaching interventions in at risk modules to address the literacy gaps; monitor and report on the impact of the teaching interventions in partnership with lecturers and heads of departments
- Ensure the efficient and effective operation of the MSET Centre
- Assist with the development of policies and procedures
- Undertake research to inform best practices
- To undertake any other task or duty as assigned by the Director and/or Executive Director.

APPLICATION CRITERIA:

Qualification and Experience:

- Doctoral degree in Mathematics and/or Science and/or Engineering and/or Technology and/or a related relevant field (NQF level 10)
- A postgraduate qualification (NQF level 8 equivalent) in Education is advantageous
- At least 5 years' work experience in MSET Centres and/or other relevant related context
- Experience in curriculum development and material design is advantageous
- In-depth understanding of student learning theories
- Familiarity with local and international research literature relating to the STEM field
- Publications in accredited journals and conference papers 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
- 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, budgeting and management skills
- Supervisory skills as well as research 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)

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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. 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. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

