



Division: Teaching, Learning and Student Support Services

Department: Centre for Academic Development (CAD)

Post: Student Faculty Advisor
3 years externally funded fixed term contract

POST N^o: 2475
PEROMNES GRADE: 9

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- 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).

Application criteria:

Qualifications and Experience:

- A four-year degree (or NQF level 8 equivalent qualification) in a relevant discipline (e.g. education, psychology, counselling).
- At least one year's work experience in an educational support role (e.g. academic advising or development/student counselling).
- An understanding of the range of challenges faced by undergraduate students in South Africa.
- An understanding of student learning theories.
- Experience in working with 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 and 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 date for applications: 20 May 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from:
<https://www.vut.ac.za/wp-content/uploads/2023/08/Application-of-Employment-Form-updated.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: judasm@vut.ac.za

HR Intern: Mr TB Tefu, Tel 016 950 9105 / email address: thokozanit1@vut.ac.za

Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

