VAAL UNIVERSITY OF TECHNOLOGY
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INTERNAL/EXTERNAL VACANCY

DIVISION**:** E-Learning	DEPARTMENT**:** Centre of Academic Development

POST: Faculty Support Officer	POST N°**:** 3214 PEROMNES GRADE**:** 09

JOB DESCRIPTION: This position involves working with academic student data, performance analysis, research papers, and coordinating interventions. It aims at improving overall student success and academic outcomes

Key performance areas include but are not limited to:

- Regularly analyze academic student data to identify trends, patterns, and areas of improvement.
- Produce accurate and comprehensive reports on student performance for various stakeholders.
- Actively engage in academic research, contributing valuable insights to the field or addressing specific challenges related to student performance.
- Collaborate with colleagues to produce and publish research papers based on findings.
- Design, plan, and implement targeted interventions to address challenges identified through data analysis.
- Monitor the effectiveness of interventions and make adjustments as necessary.
- Facilitate effective communication between academic staff, HODs, and support services regarding student performance.
- Collaborate with different departments to ensure a cohesive approach to student support
- Effectively use educational technology tools to manage and analyze academic data.
- Implement technology solutions that enhance the learning experience and support student success

Application Criteria:

Qualifications and Experience:

- A Bachelor's Degree in Education, Educational Technology, Data Analytics, or a related field.
- A master's degree in education, Educational Leadership, Data Science, or a related field would be advantageous.
- At least three (3) years of related experience.
- Experience in handling student data, maintaining confidentiality, and ensuring data accuracy.
- Experience in data analysis tools and software
- Experience in an academic environment, understanding the dynamics of student performance and learning processes.
- Experience in designing and implementing interventions to improve academic outcomes for students.

- Experience in academic research, including the preparation and publication of research papers will be added advantage.
- Experience in LMS Administration and Support will be added advantage

Skills And Competencies:

- Excellent understanding of instructional design principles and blended T&L concepts and strategies.
- Confident face-to-face and online facilitation and presentation skills.
- Excellent interpersonal skills and confident verbal communication skills.
- Excellent written communication skills (i.e., proven ability to write good instructive and educational material, as well as concise and coherent reports).
- Excellent organizational and time management skills; able to work independently as well as in a team while conducting research
- Ability to engage with relevant stakeholders

Closing date for applications: 17 September 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 recruitment7@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 Administrator: Mr N Mofokeng, Tel 016 950 6714 / email address: ntswakim@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. <u>Vaal University of Technology is an equal opportunity and affirmative action</u>

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.

POSITIVE ABOUT PEOPLE WITH DISABILITIES