



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

CENTRE FOR UNIVERSITY TEACHING AND LEARNING

Sefako Makgatho Health Sciences University (SMU) is a newly established comprehensive university, situated in Garankuwa. The following permanent position is currently available.

STUDENT TRACKING AND MONITORING SPECIALIST

Ref: 44/2018/NGM/P8

The incumbent in this position will be responsible to record and report the NBT results, track and monitor students at risk, coordinate the annual merit awards events and surveys with employers with the aim of assisting the Student Academic Support Unit in achieving its strategic objectives and goals. The incumbent reports to the Manager: Student Academic Support and will furthermore meet the requirements and be responsible for the key performance areas listed below:

Requirements

- A relevant Master's degree in Education / Counselling Psychology / Education Psychology / Higher Education or related field
- At least two (2) years' experience in providing assistance to students at risk and the tracking, follow through and advancement of such students
- Excellent interpersonal and communication skills
- Computer skills, specially Excel and e-learning competent
- Knowledge of ITS
- Experience in curriculum development and expert knowledge of research-related instructional practices
- Knowledge of curriculum transformation, review and renewal
- Elements of effective academic staff professional development

Key Performance areas

- Record and report on national benchmark tests and any other university accustomed test results for purposes of identifying students at risk
- Track academic progress of all students – formative and summative at all year levels
- Report first time failing (module level) as well as repeater students (programme level) for follow-up and referral to relevant student services
- Provide statistics to lecturers, programme leaders, selection committee and management
- Run student support workshops for students at risk
- Feed forward to curriculum planners and management

SMU offers a competitive total guaranteed package, inclusive of a range of benefits such as medical aid and pension fund.

Closing date: 31 August 2018

Typed applications **quoting the reference number** which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mrs NG Motsamai, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or e-mail applications in MS Word format, to hr.recruitment1@smu.ac.za

The applications can also be hand delivered at:

Sefako Makgatho Health Sciences University, Human Resources Department, Clinical Pathology building, 5th Floor, Molotlegi street, GA Rankuwa,

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3893.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment