



# UNDERGRADUATE ADMINISTRATOR

(Payclass 07)

## Department of Health and Rehabilitation Sciences Faculty of Health Sciences

We invite applicants to apply for the permanent position of Undergraduate Administrator in the Department of Health and Rehabilitation Sciences. The incumbent will be responsible for undergraduate administrative processes within the Division of Communication Sciences and Disorders. The position requires working closely with the undergraduate programme convenors, year and course convenors in the Division, the administrative team and with external stakeholders in the University and beyond.

### Requirements for the job:

- National Senior Certificate (NQF 4) qualification
- At least 2 years relevant academic administration experience in a tertiary institution
- At least 1 year marks administration experience in a tertiary environment and working knowledge of Peoplesoft
- A working knowledge and experience using learning management systems eg. Vula or Amathuba
- Ability to be pro-active, implement efficient administrative systems and to trouble-shoot administrative issues as they emerge.
- A demonstrated ability to pay attention to detail
- Able to use initiative, work independently as well as in a team environment
- Demonstrated ability to perform multiple tasks efficiently
- Excellent verbal and written communication skills
- Excellent time management and organizational skills within a deadline driven environment
- Proficiency in MS Office suite, including working with databases

### The following will be advantageous:

- A relevant tertiary qualification

### Responsibilities:

The successful candidate will be responsible for undergraduate administrative processes required for the smooth running of the two undergraduate programmes within the Division of Communication Sciences and Disorders in the Department of Health and Rehabilitation Sciences.

Administrative support of academic programmes and courses and academic year planning. This includes:

- Dealing with and resolving student queries
- Capturing marks of all clinical blocks and marks processing.
- Manage administration related to undergraduate research projects:
- Process qualification verifications
- Attend to all staff queries relating to academic administration
- Timetabling and venue bookings
- Capture schedule of classes and meetings on PeopleSoft
- Liaison with venue supervisors for bookings and equipment in teaching venues.
- Accurate record keeping, archiving and maintenance of student records
- Assessment and examination management:
- Liaise with internal and ad hoc lecturers regarding the requirements for the examinations including invigilation, practical exams process, recruitment of models' process, etc.
- Assist course convenors with compilation of exam papers and creating tests and quizzes on Vula and Amathuba
- All administration pertaining to exams, examination management and processes.
- Liaison with Faculty UG office
- Liaison with external stakeholders to ensure timeous completion of deliverables

The annual cost of employment, including benefits, is between R 378 203 and R 444 945

**To apply**, please e-mail the documents listed below in a **single pdf file** to Mrs V. Blanchard at **Vivienne.blanchard@uct.ac.za**

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

**Please ensure the title and reference number are indicated in the subject line.**

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 021 406-6164

**Website:** <http://www.dhrs.uct.ac.za/>

**Reference number:** E241112

**Closing date:** 20 November 2024

*UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.hr.uct.ac.za/hr/policies/employ\\_equity](http://www.hr.uct.ac.za/hr/policies/employ_equity)*

UCT reserves the right not to appoint.