


HR191	POSITION DESCRIPTION	
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NOTES

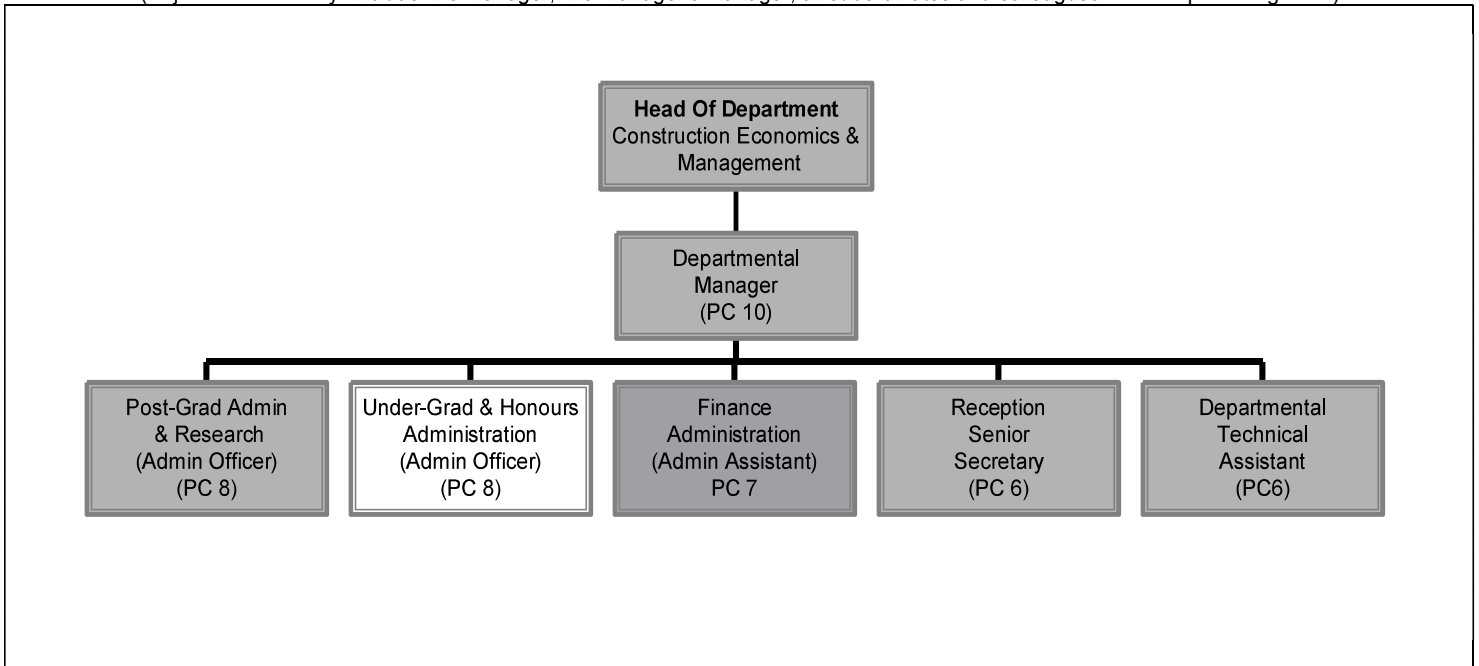
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	ACADEMIC ADMINISTRATIVE OFFICER – UNDERGRAD AND HONOURS		
Job title (HR Business Partner to provide)			
Position grade (if known)	8	Date last graded (if known)	2018
Academic faculty / PASS department	ENGINEERING AND THE BUILT ENVIRONMENT		
Academic department / PASS unit	CONSTRUCTION ECONOMICS AND MANAGEMENT		
Division / section			
Date of compilation	04.03.2022		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

- To manage and co-ordinate the academic administration of Undergraduate portfolio within the Department of Construction Economics and Management;
- To manage and co-ordinate the academic administration of the Honours portfolio; within the Department of Construction Economics and Management;
- Provide administrative support to the Programme Convenors of the above programmes
- Provide support to the Departmental Manager
- Provide general administrative support to the Department of Construction Economics and Management
- Work professionally as a member of the administrative team to ensure the smooth running of the department

CONTENT			
Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	65%	<p>1.0 Manage two Under-graduate degree programmes & three Honours programmes</p> <p>Student Admissions:</p> <ul style="list-style-type: none"> • Provide applicants with degree and programme information • Respond professionally to all incoming e-mails and correspondence regarding undergraduate and honours applications • Keep records of all correspondence • Keep applications file up-to-date • Liaise with Departmental Manager • Re-direct enquiries to Programme Convenors when necessary ie. w.r.t. curriculum advice <p>Registration:</p> <ul style="list-style-type: none"> • Manage live registration process – train capturers in the process • Capture student curriculums on People Soft • Ensure student files are up to date • Ensure registration forms and change of curriculum forms are completed timeously and forwarded to faculty within timelines. • Manage the change-of-curriculum process – send students to correct advisor, arrange for photocopy, send to Faculty and the copy to administrator for filing • Liaise professionally with U-G & P-G Faculty Officers, concerning registration • Print transcripts when required • Provide class lists when needed <p>Graduation:</p> <ul style="list-style-type: none"> • Check CRS timeously for progression codes – liaise with programme convenors and HOD on any issues outstanding; • Close liaison with programme Convenor/Departmental Manager with respect to CRS, admin. 	<p>Ensure student applications are dealt with to enable offers to be made timeously and to the most suitable candidates.</p> <p>Ensure all students are registered correctly.</p> <p>Ensure early awareness of potential graduates or possible problems with students not performing.</p>

1	1.0 Manage two Under-graduate degree programmes & three Honours programmes - continued	<p>Examinations and Marks Processing :</p> <ul style="list-style-type: none"> • Examination timetable to be submitted to exams office via the web for provisional and then final exam timetable to be confirmed. • Appoint invigilators for each course. • Prompt course convenors on the process of ensuring their exam papers are approved by external examiners. • Ensure exam papers get to exam office in time for photocopying, ensure that these are then collected and stored in the safe. • Make note of extra time students and ensure that exams office has the scripts for these • Inform building supervisors of stationery requirements for each exam. • Liaison with Internal and External Examiners concerning timelines for their marking and returning scripts. • Arrange for secretary to courier scripts to external examiners together with the relevant documentation. • Maintain close liaison with course convenors during the examination process. • Once marks received and verified by external examiners, process these marks onto the system by the date required. • Attend and take notes at Departmental Examinations meeting. • Ensure HOD has relevant information required for the Faculty Examinations Committee meeting. • Check CRS for possible qualifiers • Ensure RAC documentation is issued timeously. <p>Student Administration :</p> <ul style="list-style-type: none"> • Meticulously maintain current personal and work files for each Under-graduate and Honours student • Administration for ABES (Association for Built Environment Students) • Letters, notes and any other info to be printed daily and sorted for MCS Electronic filing. All information must be treated as confidential. • Respond to all U-G & Honours student queries 	<p>Examinations to run smoothly with the correct procedures in place. Marks to be processed timeously.</p>
<p>Student records must be kept up to date with all relevant information on file for each student.</p>			

<p>1</p>	<p>1.0 Manage two Under-graduate degree programmes & three Honours programmes - continued</p>	<ul style="list-style-type: none"> • Interact in a professional manner with students, parents etc. • Discuss any problems with Programme or Course Convenors, Department Manager or Student Advisors on an ongoing basis. • Ensure that relevant cases are referred to EBE Psychologist or UCT Student Wellness Centre and other departments. <p>Programme Governance :</p> <ul style="list-style-type: none"> • Schedule programme governance meetings as required by Programme Convenors. • Provide the meeting with relevant information that can be referred to showing statistical data on the programmes.. • Send out agenda and relevant documentation. • Take minutes at programme governance meetings and distribute within 3 weeks of meeting. <p>Accreditation of programmes :</p> <ul style="list-style-type: none"> • Ensure all course files from different convenors are up-to-date and numbered and labelled for scrutiny; these to contain marks sheets, exam question papers, external examiner reports and course convenor reports • Provide accurate statistics of intake and qualifiers. Liaise with EBE Statistician. • Ensure accurate workplace information • Ensure accurate workplace information of each Honours Qualifier for the previous year
<p>Programmes are reported on correctly and proper governance takes place.</p>		<p>Accreditation of programmes takes place with the correct information supplied to accrediting bodies.</p>

2	2.0 General Academic Administration	25%	<p>General :</p> <ul style="list-style-type: none"> Update departmental website when necessary. Keep slide show on TV in foyer up to date and relevant. <p>Prizegiving :</p> <ul style="list-style-type: none"> Assist Departmental Manager by confirming prizewinners against criteria from donors. Inform students of their achievements Inform donors of prizewinners – organize delivery of prizes as well as who is to present the prizes Assist with the organization of prizegiving – draw up programme, receive RSVPs from prizewinners and sponsors 	<p>Website and slide show are relevant and accurate.</p> <p>Students are informed of their prizes and attend prizegiving.</p>
3	3.0 Course Administration	10%	<p>Headcounts :</p> <ul style="list-style-type: none"> Assist HOD with prediction of headcounts for each course in UG and Honours <p>Faculty and Departmental Handbooks :</p> <ul style="list-style-type: none"> Provide updates for the faculty and departmental handbooks to the Departmental Manager <p>Schedule of classes:</p> <ul style="list-style-type: none"> Ensure classes are scheduled on peoplesoft correctly Liaise with course convenors re timetabling of their courses <p>Update curriculum forms to coincide with new time-tables</p>	<p>Students are scheduled in the correct classes with the correct numbers according to venue size.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 qualification together with relevant tertiary diploma or degree.			
Minimum experience (type and years)	Minimum of 5 years experience in an administrative position at UCT with similar responsibilities.			
Skills	Advanced Excel, Peoplesoft, Microsoft Office, Internet and email knowledge. Excellent and professional communication skills – written and spoken.			
Knowledge	Peoplesoft, Microsoft Office, Vula			
Professional registration or license requirements	none			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	none			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability/flexibility	2	Communication	2
	Analytical Thinking	2	Teamwork / Collaboration	2
	Building Interpersonal Relationships	2	University Awareness	1
	Client/Student service and support	2	Planning & Organising/Work Management	2
	Quality Commitment / work standards	2		

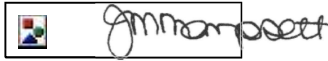

SCOPE OF RESPONSIBILITY

Functions responsible for	Administration of Undergraduate and Honours Programmes, General Academic Administration and Course Administration
Amount and kind of supervision received	Able to work independently but able to accept supervision when necessary.
Amount and kind of supervision exercised	None
Decisions which can be made	Decisions to be made in conjunction with the Departmental Manager, Programme convenors, HOD.
Decisions which must be referred	All decisions should be made in collaboration with more senior staff.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Faculty Office, ICTS, Records, Venues, Fees Office, IAPO, Admissions office, CILT, Access control PG and UG funding offices, other EBE departments
External to UCT	External Examiners, parents, suppliers

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	To be appointed			04.03.2022
Direct Line Manager/Supervisor	JM Thompsett		4703	04.03.2022
Area Line Manager				
HOD	Assoc Prof M Mooya		5164	04.03.2022