DIVISION: DVC Academic and Research	DEPARTMENT: Centre for Academic Development

POST: Learning Development Coordinator	POST NO: 7974 Peromnes level : 08

JOB DESCRIPTION:

The incumbent will be required to: {KPA'S}
- Co-ordinate the student mentoring development programme of the CAD across the institution
- Co-ordinate the development and implementation of the VUT101programme
- Develop training materials for VUT101 and mentors
- Provide feedback concerning practices to student mentors
- Manage the student mentoring and VUT101 programme
- Convene mentoring groups and manage the attendance of student mentors
- Recruit student mentors and liaise with them throughout the duration of the programme
- Liaise with faculty members concerning the student mentoring development programme
- Support the development of a policy framework for learning student mentors at VUT
- Maintain an online (cloud based) database of trained student metors as well as all training activities
- Consult and advise academic staff with regards to student mentorig practices to ensure the academic needs of students are met
- Keep records and prepare progress reports for the Executive Director
- Research and implement best practices in the learning student mentoring communities and VUT101 programmes
- Conduct continuous evaluation of the programmes, implement improvements and monitor the progress
- Serve on campus committees as assigned; and
- Assist in other academic development functions like the first year orientation when requested, amongst other duties

Application Criteria:

Qualification/Experience:
- Master's degree in Education
- Two (2) years' experience working in a Centre of Academic Development engaged in the co-ordination of student mentoring programmes.
- Two (2) years' experience in the implementation of student mentoring programmes

Skills:
Thorough understanding of the relevant business processes; strong drafting and report writing skills; ability to meet demanding deadlines; excellent communication and presentation skills; leadership and Interpersonal skills; supplier evaluation experience; high degree of problem solving ability; proficient in Excel and Word.

Closing date for applications: 01 June 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to recruitment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. 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 also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.