



RECRUITMENT ADVERTISEMENT

TEACHING AND LEARNING Centre for Innovation in Learning and Teaching

POST TITLE	Senior Coordinator: Student Academic Development and Support Bloemfontein campus		
REFERENCE NUMBER	• 622	CLOSING DATE FOR APPLICATIONS	• 26 October 2018
POST LEVEL	• P7	NATURE OF APPOINTMENT	• Permanent support services
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • B degree which includes didactical subjects • At least 3 years' relevant experience • Code B drivers' license 		
DESIRED QUALIFICATION AND/OR EXPERIENCE	<ul style="list-style-type: none"> • B degree with a Higher Education Diploma • At least 5 years' teaching experience in a higher education environment 		
DIRECT ENQUIRIES TO	• Ms GM Bohloko at 051 507 3444 or gbohloko@.cut.ac.za		

MAIN TASKS

1. Development, management, coordination and implementation of Supplemental Instruction (SI) Programme on all CUT campuses	2. Establishment of partnerships with external stakeholders, academic management, and teaching staff to enhance SI and academic advising
3. Management, coordination and implementation of CUT's Support Programme for students with special needs	4. Coordination of Academic Advising Programme on all campuses
5. Liaison with students and parents of students with special needs	6. Management of the SI and disability budget
7. Conduct general administration	

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

(Kindly ensure that you read and comply before submitting your application)

- Please complete a separate application form for each post.
- The University may decide to consider only completed applications consisting of ALL the documents listed below for selection.
 - A completed and signed CUT application form;
 - A comprehensive Curriculum Vitae;
 - A **certified** copy of a South African identity document or a passport;
 - A complete set of **certified** copies of qualifications (only certified copies of documents are required. Please do NOT submit any original documents); and
 - A **certified** copy of the SAQA accreditation of any qualifications obtained at education institutions outside South Africa.

GENERAL REMARKS

- Candidates will be recruited and appointed in accordance with the Employment Equity and Affirmative Action Programmes of the Central University of Technology, Free State.
- The Central University of Technology, Free State reserves the right to conduct/employ a third party to conduct a background investigation in respect of all short-listed candidates.
- Correspondence will be limited to short listed candidates only. If you haven't received feedback in four weeks, consider your application not shortlisted.
- The Central University of Technology, Free State reserves the right not to make an appointment in the advertised post and/or to appoint other suitable persons recruited by means other than this advertisement. Appointment, either on a permanent or contract basis, will be negotiated with the successful candidate.
- Application forms are available from the Human Resources section, ZR Mahabane Building, CUT Campus, Bloemfontein or on CUT's website.
- Complete applications, quoting the specific reference number, should reach CUT on or before the closing date via:

By hand:

The Resourcing office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
20 Pres. Brand Street
Bloemfontein

By mail:

The Resourcing Office, Human Resources
Central University of Technology, Free State
ZR Mahabane building
Private Bag X20539
Bloemfontein, 9300

By e-mail:

jobs@cut.ac.za