

 <b>RHODES UNIVERSITY</b> <small>Grahamstown • 6140 • South Africa</small>	Position Code  HR to confirm	<b>Faculty/Division/Office /Unit/Entity/Institute</b>  Student Affairs	<b>Job Grade Not applicable</b>
	DATE PROFILE WAS LAST REVIEWED	October 2014	

			NAME
<b>JOB TITLE</b>	Intern	<b>INCUMBENT</b>	Vacant
<b>DEPARTMENT/SECTION</b>	Student Affairs, Career Centre & HIV/AIDS Office	<b>SUPERVISOR/MANAGER</b>	Delvene Gelderbloem Sarah Green Thandi Mzizi
<b>JOB TYPE (ACADEMIC/SUPPORT)</b>	Support	<b>DIVISION HEAD</b>	Director Student Affairs
<b>PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)</b>	11 month contract	<b>FULL-TIME OR PART- TIME (IF PART-TIME HOW MANY HOURS PER DAY)</b>	Full-time
<b>COUNCIL FUNDED POST OR OUTSIDE FUNDED</b>	Council Funded	<b>DATE APPROVED</b>	October 2014

<b>MAIN JOB OBJECTIVE/S</b>
The purpose of this job is to provide assistance to the Division Student Affairs, the Career Centre, HIV/AIDS Office, SRC and Residences with various projects that are being run over the course of the year. Additionally the person will be responsible for assisting with orientation.

<b>DESCRIPTION OF KEY RESPONSIBILITY AREAS</b>	<b>STANDARD EXPECTED</b>
<b>Division Student Affairs (DSA)</b> <b>ADMINISTRATIVE SUPPORT RESPONSIBILITIES including – 30 %</b> <ul style="list-style-type: none"> <li>Assisting and add to the existing administrative support where required in the DSA</li> <li>Stand in for the Administrative Officer in the DSA Office when this person is absent</li> <li>Assist with administration of all social media, Student Zone and the DSA web-site as needed</li> <li>Minute taking</li> <li>Typing of word documents</li> <li>Photocopying</li> <li>Planning and organising for various programs, events, meetings</li> <li>Assist with planning orientation</li> </ul>	<p>Job incumbent is expected to be professional, caring and supportive in all relationships and interactions with students, parents, academic and support staff and all external parties with whom they have contact. Is able to communicate both verbally and in writing with all parties concerned.</p> <p>All administrative tasks are accurate and timeously completed.</p> <p>All correspondence and information relevant to the projects and tasks are filed correctly, without errors and available easily for quick reference.</p> <p>Timeous and accurate updating of Student Zone and DSA Website (within 24 hours)</p> <p>Careful planning for events, programs and meetings with close adherence to the budget</p>

## CAREER CENTRE OFFICE

### ADMINISTRATIVE SUPPORT RESPONSIBILITIES including - 20%

To assist and add to the existing administrative support where required in the Career Centre, particularly in relation to the Graduate Recruitment Programme

To stand in for the Administrative Officer in the Career Centre Office when this person is absent

- Assisting with File management
- Assisting with various administrative tasks

To assist with the referral of students to the relevant service delivery point

Assist with administration of the job portal for student information and the Career Centre web-site as needed.

Assisting with the distribution of information pertaining to career development.

Source and research relevant issues relating to careers and make the information available to students.

Maintaining and ensuring this information is available on the Career Centre website.

Assist with sourcing career related DVD's books, articles and other resources for the Career Centre

Assisting students with the use of the internet to access available resources for job opportunities and career information.

Assisting the Career Centre staff with the administrative preparation of workshops.

To assist with the administration and display of all Career Centre resources at the Career Centre and on campus notice boards.

### GRADUATE RECRUITMENT PROGRAMME RESPONSIBILITIES – 15 %

#### ❖ Graduate Recruitment Programme

Assisting at all career fair and company presentations to ensure the smooth running of the Graduate Recruitment Programme.

Assist in researching information to improve graduate recruitment services offered at the Career Centre

#### ❖ Compilation of GRP Handbook

Coordination and the collection and filing of all articles submitted for the annual GRP handbook before going to printing.

#### ❖ Various GRP workshops at Career Centre

To assist with organising, advertising and administration of the workshops and where possible to assist in preparation and delivering of workshops under supervision and as delegated.

To research best practice with regards to CV writing, interview preparation, job search skills, preparation for the world of work and emotional intelligence workshops run throughout the year.

Job incumbent is expected to be professional, caring and supportive in all relationships and interactions with students, parents, academic and support staff and all external parties with whom they have contact. Is able to communicate both verbally and in writing with all parties concerned.

Confidentiality is ensured at all times concerning all student related matters and private information – including contact information of students is not divulged to any person or company external to the University

All administrative tasks are accurate and timeously completed. Website and job portal is updated within 24 hours.

All resources and displays of career related information are accurate, relevant and attractively displayed at the Career Centre and around campus

Attend career fairs and presentations and ensure companies are welcomed and attend to any problems that may arise in the running of the events.

Collation of information is accurate and readily available. Contact with companies to obtain required information is courteous and friendly. All correspondence and information relevant to the Graduate Recruitment programme and the GRP handbook is filed correctly, without errors and available easily for quick reference.

Workshops are advertised timeously to ensure maximum exposure and information is available to students across campus. Workshops are informative and prepare students for the world of work.

**HIV OFFICE****ADMINISTRATIVE SUPPORT RESPONSIBILITIES including – 20%**

- Assisting and add to the existing administrative support where required in the HIV Office.
- Stand in for the Administrative Officer in the HIV Office when this person is absent
- Assist with administration of HIV Office web-site as needed.
- Photocopying
- Budgeting for each programme that is being coordinated.
- To stand in for the HIV Officer when this person is absent
- Assisting with File management
- Assisting with various administrative tasks
- To assist with the referral of students/staff to the relevant service delivery point

Job incumbent is expected to be professional, caring and supportive in all relationships and interactions with students, academic and support staff and all external parties with whom they have contact. Is able to communicate both verbally and in writing with all parties concerned.

All administrative tasks are accurate and timeously completed.

All correspondence and information relevant to the projects and tasks are filed correctly, without errors and available easily for quick reference.

Timeous and accurate updating of HIV Office Website (within 24 hours)

Accurate budgeting for events, with close adherence to such budget

Confidentiality is ensured at all times concerning all student/staff related matters and private information – including contact information of students/staff and their HIV status is not divulged to any person or company external to the University.

**PROJECT RESPONSIBILITIES including: - 15%**

To assist and support the existing and future projects as delegated within the HIV Office to ensure the smooth and efficient running of them throughout the year. Some projects are time limited whilst others run throughout the year or during specific term times.

- ❖ Initiate and/or assist with projects for the HIV Office including:
  - Awareness programmes, workshops, and campaigns
  - Orientation Week
  - Staff Functions
  - Attendance at Peer Educator Programme
  - Any function for which assistance may be required such as Kuyasa project.
  - Assist with arrangements for student/staff training programmes
  - Training of Rhodes University peer educators

Job incumbent is expected to be familiar with and understand both the strategic objectives of the HIV Office as well as the University. Should be able to come up with innovative, proactive ideas and interventions to support the strategy, staff and the students where possible. Should be able to research and assist in the development of new approaches and projects as required under the supervision and guidance of the HIV Office. Needs to proactively assist the HIV Office in driving programmes and ideas. Needs to have a thorough and up to date understanding of what the current issues and affairs of the Unit are. Needs to be able to see the big picture as well as pay attention to detail. The job incumbent should be culturally aware and sensitive and be prepared to champion diversity. Projects run according to strict timeline and with the use of checklists.

**❖ Various HIV workshops**

To assist with organising, advertising and administration of the workshops and where possible to assist in preparation and delivering of workshops under supervision and as delegated.

Workshops are advertised timeously to ensure maximum exposure and information is available to students/staff across campus.

***DIRECT CONTACTS OF THE JOBHOLDER (INTERNAL AND EXTERNAL)***

**INTERNAL CONTACT:**

<b>TYPE OF CONTACT</b>	<b>DAILY/MONTHLY ANNUAL</b>	<b>PURPOSE OF CONTACT</b>
Director Student Affairs	As required	To give feedback on projects and activities assigned to this position
Director Student Affairs	Daily	To supervise, coordinate and facilitate all projects and activities assigned to this position and to assist with disability and residence matters
Career Centre Manager	Daily	To supervise, co-ordinate and facilitate all activities and projects
HIV Officer	Daily	To supervise, co-ordinate and facilitate all projects and activities assigned to this position
SRC Advisor	As required	To assist with projects
SRC Councillors	As required	To assist with projects
Hall com/Hall Administrators	As Required	To assist with projects

**EXTERNAL CONTACT:**

<b>TYPE OF CONTACT</b>	<b>DAILY/MONTHLY ANNUAL</b>	<b>PURPOSE OF CONTACT</b>
Other Student Affairs Divisions and National agencies working in the areas of disability, and student affairs.	As required	To investigate current and best practices within other Institutions
Parents and those involved with current students	As required	To deal with student issues and needs
Training Organisations and suppliers	As required	To establish what training is available in the market
Outside Companies and Organisations involved in Graduate Recruitment	As required	To liaise concerning services
Human Resources and other HIV and AIDS Units	As required	To investigate current and best practices within other Institutions

***JOB REQUIREMENTS***

***EDUCATION & EXPERIENCE***

A relevant Bachelor's Degree with no more than 1 year's professional working experience:

- Previous experience in student support or service on the committee of a student organization would be an advantage.
- Previous experience in project organisation and/or project management will be an advantage.

***COMPETENCIES, SKILLS AND ATTRIBUTES***

The job incumbent is expected to demonstrate the following competencies: -

**ADMINISTRATION/TECHNICAL SKILLS**

- Ability to think creatively
- Must be familiar with students and the issues facing students today
- Respects divergent views and fosters an attitude of appreciating diversity in others
- Ability to implement plans and strategy
- Computer literacy – Word, Excel, Powerpoint and Email. Ability to update and maintain a Website need to be developed on the job if not already competent in this area. (On the job training is available). Up to date knowledge of social media practices
- Ability to develop, implement and maintain systems
- Experience in learning and development with sound research skills
- Some facilitation and small group interactions exposure is necessary
- Proven presentation skills
- Proven organisational and planning ability
- Proven administrative ability

- Good writing skills and spoken competence in English. The ability to communicate in other official languages will be an advantage

#### **INTERPERSONAL SKILLS**

- Strong interpersonal skills
- Ability to work independently and as part of a broader team

#### **WORK BEHAVIOURS**

- Champions diversity: culturally aware and sensitive, skills with the ability to deal with people at all levels
- Proactive with a creative approach to problem analysis and problem solving
- Good judgement
- Analytical ability
- Ability to work independently and as part of a broader team
- Ability to handle sensitive issues with diplomacy and confidentiality. Personally credible and discreet.
- Self starter with initiative
- Social confidence
- Strong work and client service ethic
- Integrity

#### **MANAGEMENT/SUPERVISORY DUTIES**

No

#### **NUMBER OF SUBORDINATES**

None

#### **TYPICAL DEVELOPMENT PATH**

What is the typical development path for a person entering this position?

This person can progress into a job in student affairs. Career progression is dependent on the availability of jobs as well as the job incumbent doing a good job in his/her current position.

#### **FUNCTIONAL RESPONSIBILITIES (only if applicable)**

##### **PROJECT MANAGEMENT RESPONSIBILITY**

The incumbent will be required to run with the various projects outlined in the Key Responsibility Areas.

##### **PROCESS MANAGEMENT RESPONSIBILITY**

The incumbent will be responsible for the implementation of various processes associated with awareness projects.

##### **COST/FINANCIAL CONTROL**

(i) Is the jobholder responsible for any aspect of cost control or for materials, stock or equipment? If yes, what is the monetary value and to what extent is the person accountable or responsible?

Yes – consumable stores, stationery, cleaning materials, computer stationery and printing related to the administrative running of the Division. Teas/lunches and consumables as they relate to the organization of meetings.

(ii) Does the jobholder have a direct responsibility for controlling operational costs or expenses? If so, what is the annual budget (ignoring direct and indirect remuneration costs)?

No

##### **LEVEL OF RESPONSIBILITY**

Who must authorize, review or clear decisions taken with regard to the jobholder's functions?

Director Student Affairs, Sarah Green and Thandi Mzizi

What percentage of tasks can be carried out without supervisory input and/ or control?

90% - 95%

What critical decisions are the jobholder normally authorized and empowered to make?

Interpreting problems and issues and referring people to the appropriate people/channels  
Planning and prioritizing own workload within designated timeframes and deadlines

### ***PLANNING***

(i) What is the longest (macro) period that the jobholder has to plan ahead?

3-5 months

(ii) Typically how long are the micro phases/time periods that the macro planning is divided into?

One week to one month

### ***ADDITIONAL INFORMATION***

Who prepared the job profile?

Acting Director Student Affairs, Sarah Green & Thandi Mzizi

Signature of the line manager

Signature of the employee

Date

30 October 2014

Date

Signature of the HoD / Director (where she/he is not the line manager)

Date