



DIVISION OF STUDENT AFFAIRS

ACCREDITED OFF-CAMPUS ACCOMMODATION

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OCTOBER 2022 INTERNAL STUDENTS' VACANCIES

STUDENT ACADEMIC MENTORS (STUDENT ASSISTANTS X30) ACCREDITED OFF-CAMPUS ACCOMMODATION (AOCA)

Main Purpose of the Job:

To supervise the logistics in bringing together all students and stakeholders within accredited off-campus accommodation to work towards achieving and providing conducive living and learning environments that promote academic cohesion, academic leadership development and recognition programmes in the AOCA residences in ensuring that all students are exposed to environments that support academic excellence.

Student academic mentors are appointed on a part-time basis for the duration of the academic year under student assistant category.

The incumbent works under the Residence Manager and accredited off-campus administrator

The contract is for one academic year which starts from 1 February 2023 to 30 November 2023

MINIMUM REQUIREMENTS

- A 2nd or 3rd year student who is academically registered for 2022 academic year and will be registered in 2023 as a final year student.
- Minimum 1 year experience in mentorship
- Minimum 1 year experience in event planning and coordinating
- Computer literate
- Knowledge of the residences space and student life programmes and holistic experience.
- Produce a clean certificate of conduct
- Good academic performance with a minimum 65% average. Excellent academic performance is an added advantage.

DESIRABLE ADDITIONAL EDUCATION, WORK EXPERIENCE AND PERSONAL QUALITIES

The incumbent should be confident, assertive and a well conversed and organized person who has experience of the residences' environment, mostly off-campus accommodation environment. The incumbent must be able to interact with students and must be capable of achieving the desired outcomes required of the post in line with Key Performance Areas.

KEY PERFORMANCE AREAS

- The student academic mentor assists the AOCA office with the administrative procedures involving registration of students in AOCA.
- Be proactively involved with students, interested in all aspects of their lives (academic, social, sports and personal)
- Responsibilities associated with student care including assisting and advising students who are experience academic and personal challenges, referring these students to the appropriate resources within the university and consult with AOCA providers to report challenges. Provided that permission has been granted by the student.
- Assist the AOCA office in establishing a cohesive academic culture in AOCA.
- Supervise programmes to create an academic learning environment which will contribute to a healthy living and learning communities (LLCs)
- Coordinate academic and peer mentorship programmes in consultation with the CTL and Health and Wellness Units.
- Ensure that AOCA residences contribute in the production of Residence Newspaper and Student Magazine.
- Assist in the orientation programme.
- Communication and Facilitating communication between the AOCA students and the office, e.g. communication of student grievances and concerns as well as communication of policies, decisions and information from AOCA Office to students.
- Responsible for addressing conflict within AOCA residences. This includes monitoring the behaviour and discipline of students.
- Report any problems regarding health and safety in the residences that may affect students' academic success.

KEY COMPETENCIES

1.1 Knowledge

- Sound Knowledge of Student Academic Success
- Student Leadership and Support

1.2 Skills

- Conflict Management
- Report Writing
- Verbal and Written Communication
- Computer Literacy
- Implementation of Rules and Regulation
- Interpersonal Relationships
- Management and Record Keeping
- Ability to work under pressure and meet deadlines
- Time management Skills
- Stakeholder relationship building and management

BENEFITS AND REMUNERATION

- Appointed student academic mentors shall receive a stipend that is at a rate approved by the University for Student Assistant.

APPLICATION CRITERIA

- Cover Letter
- Comprehensive Curriculum Vitae
- Academic Record

Closing date for applications: Monday, 28 October 2022 (**NO LATE APPLICATIONS WILL BE CONSIDERED**)

Only shortlisted candidates will be contacted.

Enquiries can be directed to Off-Campus@spu.ac.za

Applications can be done only through this form: <https://forms.office.com/r/pqeYUc3Mu4>