

APPLICATIONS ARE INVITED FROM INTERESTED PERSON(S) FOR THE UNDER MENTIONED POST

**Faculty of Engineering and the Built Environment - Faculty Office
Temporary Registration Assistants (x3) – 4 months contract**

Minimum Requirements:

- National Diploma in Office Administration or equivalent with at least 6 months' experience in Higher Education handling student registration and other student related activities

OR

- Matric with two (2) years experience in an Administrative environment of which at least one (1) year is from Higher Education handling student registration and other student related activities

Additional Recommendations: -

- Have excellent communication skills and people relations.
- Ability to work under pressure.
- Ability to work independently as well as part of the team.
- Ability to interact well with people.
- Ability to plan, organise and prioritise.
- Ability to maintain confidentiality.
- Experience in the use of Integrated Tertiary Software system (ITS – student system).
- Experience in the use of MS Word, MS Excel, MS PowerPoint, MS Outlook, and internet.

Summary of Duties: -

To support Faculty Officer in the implementation of policies, procedures and systems by assisting with the smooth running of the administrative functions of the Faculty Office in respect of student admissions, registration, student records, which includes, but not limited to the following:

- Register new and returning students.
- Maintain records of both active and non-active students.
- Implement registration corrections and updates.
- Respond to enquiries (telephonic/counter etc.).
- Responsible for data capture.
- Liaising with academic departments.
- Any other duties as delegated by the Faculty Officer and the Executive Dean.

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Publication: Internal notice board

Please note that DUT students doing postgraduate qualification can only apply, undergraduate students will not be considered.

Only applications who meet the criteria would be considered.

CLOSING DATE: 23 August 2023

“While DUT strives for equal opportunities, preference will be in terms of the University’s equity policy”

“The University reserves the right not to appoint”

Email Address: denishag@dut.ac.za

Status of Position: Contract