



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

CENTRE FOR UNIVERSITY TEACHING AND LEARNING (CUTL)

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position(s) is/are currently available.

Student Tracking and Monitoring Specialist (1 Post)

Ref:46/2021/BGM/P8

The University is looking for an vibrant and energetic individual who will be responsible for tracking and monitoring students at risk, and coordinate the student academic support services with regard to students at risk. He/She will conduct regular student surveys in order to inform student academic support interventions and support other student academic support initiatives that will assist CUTL in achieving its strategic objectives and goals. The incumbent reports to the Manager: Student Academic Support and must meet the requirements and competencies, and be responsible for the key performance areas listed below.

REQUIREMENTS

- Master's degree in Computer Science, Business Information System, Information Management, Statistics or other relevant qualification
- At least three (3) years of experience in data analysis, management of information or institutional research.
- Experience in navigating online platforms such as Blackboard
- Knowledge of ITS, SQL, SPSS/R-Software
- Experience in curriculum development and expert knowledge of research-related instructional practices
- Knowledge of curriculum transformation, review, and renewal
- Experience in the use of a Higher Education Data Analyzer (HEDA); Higher Education Management Information Systems (HEMIS); and data visualization tools such as PowerBI; Blackboard analytics and retention center and Excel Dashboards will be an added advantage

COMPETENCIES

- Technical/ professional knowledge and skill
- Excellent interpersonal, communication and presentation skills
- Good coaching and mentoring skills
- Decision making and problem solving skills

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- Computer literacy (MS Package, mostly Excel and learner tracking systems)
- Building strategic alliances and partnerships
- Good Interpersonal skills
- Professional and ethical standards
- Adaptability
- Client/student service orientation

KEY PERFORMANCE AREAS

- Track and monitor the academic progress of all students for institutional reporting and to inform decision-making
- Monitor and report high-impact modules and at-risk students, for follow-up and referral to relevant student support services.
- Conduct workshops to support staff and students
- Report first time failing (module level) as well as repeater students (programme level) for follow-up and referral to relevant student support services
- Contract with the student for suitable support and/or making the appropriate referral and follow-up where required
- Provide statistics to report to lecturers, programme leaders, schools and management
- Record and report on national benchmark tests and any other university accustomed test results for purposes of identifying and supporting students at risk
- Run student support workshops for students at risk
- Coordinate student excellence / merit awards annual event
- Perform evaluation / impact surveys with employers
- Quality assurance management
- Contribute to the overall development of SMU and actively improve institutional culture

Closing date: 25 November 2022

Applications through Employment Agencies will not be considered.

Typed applications (quoting the reference number) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms BG Mbanjwa**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment5@smu.ac.za

The applications may also be hand delivered at (place in an application box):

Sefako Makgatho Health Sciences University, Human Resources Department, Clinical Pathology Building, 5th Floor, Molotlegi Street, Garankuwa.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3071.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment

Final