



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

Applications are invited from suitably qualified and experienced persons for the following post:

***NB: Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

DIVISION OF STUDENT AFFAIRS

STUDENT ADVISOR (1 Post – 6 months contract)

Desired Qualifications and Experience

Applicants must have a first degree in Education/Social Work/Psychology/ or any related Social Science degree, plus at least two (2) years hands on post qualification experience as a Student Advisor or similar positions in a tertiary education environment. Proficiency in the use of internet-based systems, applications required in contemporary academic institutes, computer-based word processing, spreadsheets, presentations and databases is a requirement. Proven history of developing University student training programs, manuals and workshops will be an added advantage. In addition, applicants should be of high integrity and possess excellent verbal and written communication skills, friendly, courteous and flexible, with a clear exhibition of interest in student life and an enthusiasm for tertiary education.

Duties and Responsibilities

The candidate must foster a positive student culture through academic development, conducting group and individual coaching sessions through working with parents/guardians, university staff and community organizations and use data to develop, implement, and evaluate comprehensive student development programs for all students and should be able to:

- Evaluate students' abilities and interests through aptitude assessments, interviews, and individual planning.
- Identify psychosocial and cognitive issues that impact academic performance, classroom attendance rates.
- Help students understand and overcome social or behavioural problems through group guidance sessions and workshops.
- Coach and guide individuals and small groups, both online and offline, on the basis of student and campus needs.
- Work with students to develop skills, such as organizational and time management abilities and effective study habits.
- Help students create a plan to achieve academic and career goals.

- Collaborate with lecturers, administrators, and parents to help students succeed academically and psychosocially.
- Consientise students and staff on issues such as bullying, drug abuse, and employability.
- Report possible cases of neglect or abuse to relevant authorities.
- Any other duties as assigned by the supervisor.

APPLICATIONS

Applicants must submit an application letter, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, current salary, contact details, names and addresses of three referees addressed to:

**The Assistant Registrar - Human Resource
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
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The application pack should be sent as a *single pdf file* to e-mail address *recruitment@msuas.ac.zw* by no later than 1400 hours on Tuesday, 30 June 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.