



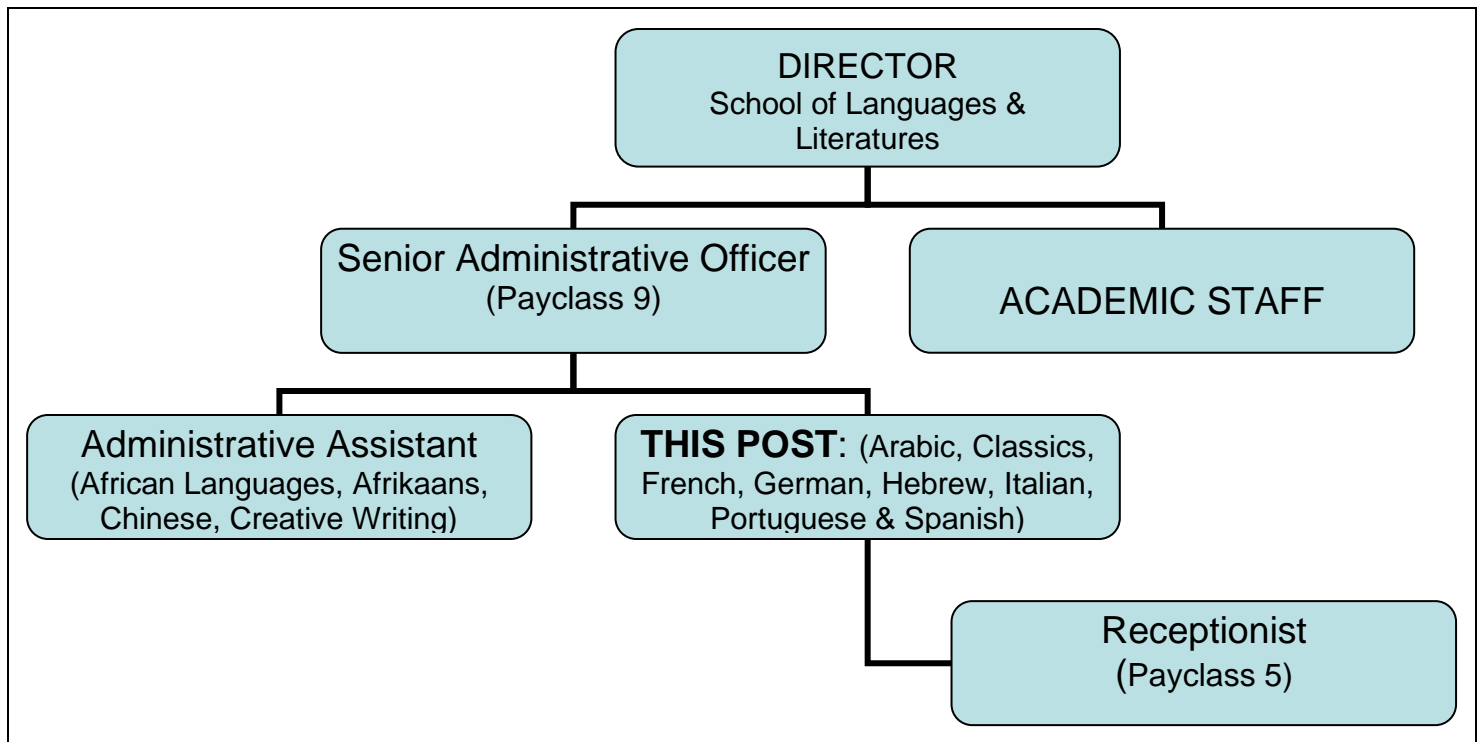
NOTES

- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Administrative Assistant		
Job title (HR Practitioner to provide)			
Position grade (if known)	7	Date last graded (if known)	04 February 2013
Academic faculty / PASS department	Humanities Faculty		
Academic department / PASS unit	School of Languages and Literatures		
Division / section	Administrative – Beattie Building		
Date of compilation	September 2021		

ORGANOGRAM



PURPOSE

The main purpose of this position is to be responsible for the administration of the Arabic, Classics, French, German, Hebrew, Italian, Portuguese and Spanish Sections of the School of Languages and Literatures (the section allocation will vary as determined by operational requirements). This post will also serve as back-up for the SAO and have a web/IT portfolio.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Departmental duties	15%	<p>Manage internal departmental venue bookings (Beattie 208 & 213)</p> <p>Logging calls with Maintenance and ICTS</p> <p>Liaise with external bookshops when prescribed books are ordered and monitor anticipated student numbers to facilitate orders</p> <p>Back-up servicing officer for departmental meetings</p> <p>Order and monitor stationery</p> <p>Manage Beattie Tea Club</p>	<p>No venue booking clashes</p> <p>Timeous logging of calls</p> <p>Correct books are ordered</p> <p>Accurate minutes and timeous distribution of documentation</p> <p>Correct goods ordered</p>

2	Undergraduate course administration	40%	<p>Course information: compilation of course readers, copyright approval, printing.</p> <p>Maintain class lists, DP lists and registers, and liaise with other Faculties where necessary.</p> <p>Schedule of classes: capture courses, resolve scheduling errors, make additional bookings/changes as required</p> <p>Exam administration: preparation of provisional exam timetable, printing exam papers, preparing test and exam papers, liaising with external examiners, arranging couriers, marks processing, submission of the examiners reports and claims; arranging of invigilation schedules, extracting exam scripts for referral to external examiner.</p> <p>Vula: create and maintain sites, upload grades on gradebook, course evaluations</p>	<p>Printed materials are provided timeously</p> <p>Student lists are updated regularly and made available</p> <p>Courses are scheduled correctly. Venues booked according to course requirements</p> <p>Examinations run smoothly Exam papers are printed in time and treated confidentially The correct marks are uploaded by the stipulated deadlines External examiner claims are submitted timeously</p> <p>Vula sites run optimally</p>
3	Postgraduate course administration	20%	<p>Generate ASR timeously</p> <p>Maintain class lists, DP lists and registers, and liaise with other Faculties where necessary.</p> <p>External examiner liaison: appoint external examiner, liaise with external examiner re requirements, send course outlines, courier/scan scripts, submitting payment and examiner report forms.</p> <p>Submit documentation to postgraduate office</p> <p>Generate and distribute bursary correspondence to students, notify bursary recipients and provide support for programme convenors.</p> <p>Upload coursework marks and course evaluations.</p>	<p>Continuous update of applications</p> <p>Effective distribution of documentation</p> <p>External examiner has correct and pertinent information</p> <p>Correct coursework marks are uploaded</p> <p>Bursary awardees are notified</p>

4	Health and safety	5%	First Aid officer	Attend meetings as required Provide first aid if needed
5	IT, web and equipment	20%	Update departmental website content Update electronic staff directory Manage and update mailman lists Capture Third Party requests Manage operation of photocopier machines (paper, cartridges, maintenance)	Accurate and pertinent information on websites Current staff details captured Mailman lists are current Accurately capture Third Party details Equipment functions optimally

MINIMUM REQUIREMENTS

Minimum qualifications	Matric			
Minimum experience (type and years)	3 years experience in tertiary education environment			
Skills	High-level of computer literacy (MS Office suite, email and internet)			
Knowledge	Experience with academic administration systems including Vula, Peoplesoft or equivalent (eRA and Web CMS)			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty to handle cash or finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level

SCOPE OF RESPONSIBILITY

Functions responsible for	Assisting with arranging medal ceremonies, conferences and seminars.
Amount and kind of supervision received	
Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	

CONTACTS AND RELATIONSHIPS

Internal to UCT	Director, academics and SAO
External to UCT	Consul Generals, UCT vendors and organisations