



VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

DEPARTMENT OF ACADEMIC ADMINISTRATION

STUDENT REGISTRATION ASSISTANT (2024 SEMESTER 2 REGISTRATION)

Responsibilities

- Assist new students during registration
- Provide admin support to returning students during registration

Key performance areas

- Customer care
- Good communication skills
- Telephone etiquette
- Knowledge of MUT student portal

Minimum requirements

- Must be registered at MUT in the year of application, at 2nd year Diploma/Degree level or any postgraduate / Diploma program
- No active contract with any MUT department
- MUT alumni who graduated within 3 years
- Willingness to work after hours

How to apply

Send hard copy documents to HR as follows (communication will be limited shortlisted to candidates):

- Curriculum Vitae (CV)
- Full academic record
- ID / equivalent
- National Senior Certificate / Equivalent &
- Reference letter (HOD or any other authority)
- Selection will be based on academic performance
- Interested applicants should hand deliver their application and certified copies of the above-mentioned documents to the: Department of Human Resources and Development, Mangosuthu University of Technology, PO Box 12363, Jacobs, 4026

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

Closing Date: 07 June 2024

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representativity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities.

