

**NOTES**

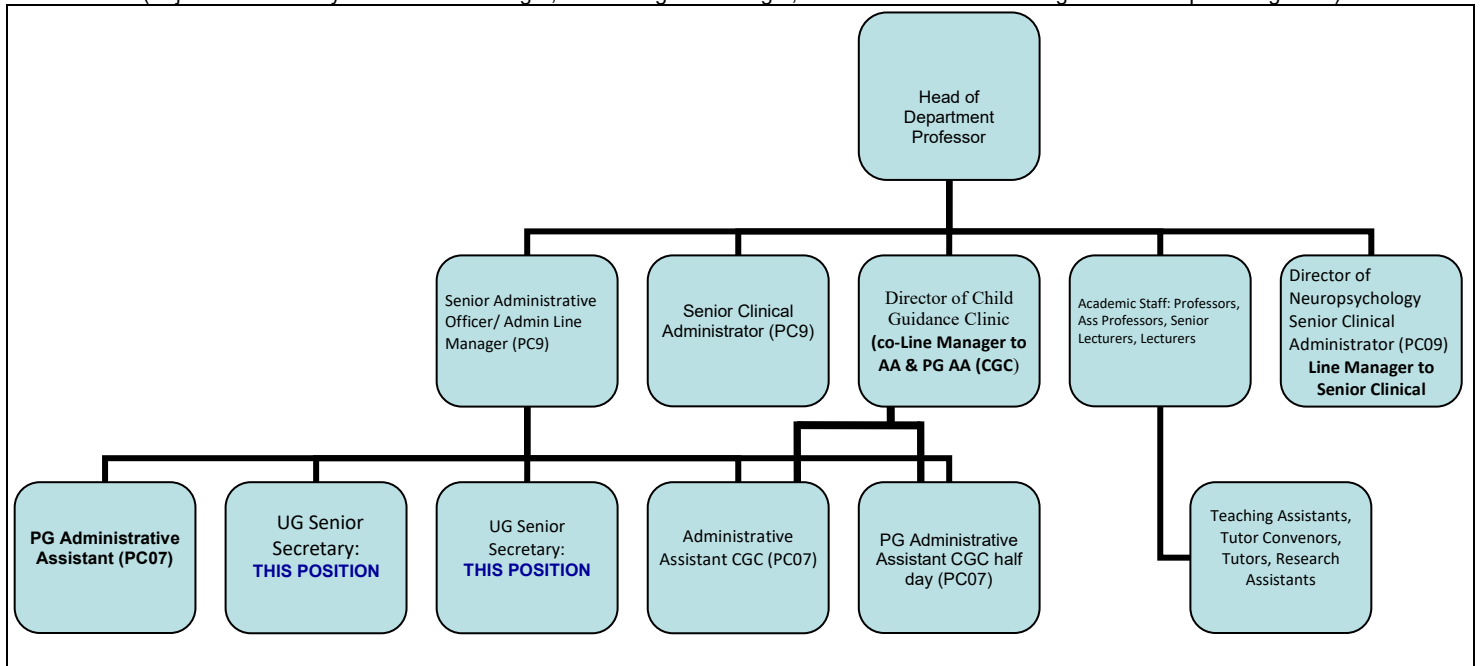
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	UG Senior Secretary		
Job title (HR Business Partner to provide)			
Position grade (if known)	6	Date last graded (if known)	15 November 2014
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	Psychology		
Division / section	N/A		
Date of compilation	15 February 2024		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

To provide administration support on undergraduate courses and to assist with general office duties within the department.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	<b>Undergraduate Course Administration</b>	<b>80%</b>	<ul style="list-style-type: none"> <li>• Overall course preparation including typing of course handbooks, course outlines, &amp; arranging the printing thereof. Setting up print budgets for each course.</li> <li>• Check tutorial and lecture venues on the timetable website. Book venues and equipment.</li> <li>• Assist with appointment process of tutors registration. Set up tutorial groups with tutor convenor, capture tutor details on Excel spreadsheets as per Senior Admin Officer's (SAO) requirements.</li> <li>• Arrange for printing as per course requirement and copyright approval and distribution of course material.</li> <li>• Arrange material for short loan.</li> <li>• Make up class lists in Excel from PeopleSoft and adjust accordingly. Check class lists on a regular basis throughout the semester.</li> <li>• Set up marks books.</li> <li>• Administration of tutorial programs.</li> <li>• Arrange access to equipment in lecture venues for guest lecturers.</li> <li>• Liaise and interact with students, academic and administrative staff.</li> <li>• Where applicable, monitor printing budget for respective courses that are being administered.</li> <li>• Administer specific course related Amathuba sites. Ensure that course details on Amathuba and on the departmental website is up-to-date.</li> <li>• Monitor/report problems in venues/classrooms and on the courses.</li> </ul>	Overall smooth running of all courses

			<ul style="list-style-type: none"> <li>• Administer specific course related Amathuba sites. Ensure that course details on Amathuba and on the departmental website is up-to-date.</li> <li>• Monitor/report problems in venues/classrooms and on the courses.</li> <li>• Administration related to class tests and examinations: Typing of class tests and exam question papers. Ensure there are sufficient invigilators. Prepare for the department's examination meeting. Send exam papers to line manager for forwarding to external examiner, Deliver papers to the exam office for printing. Forward names of invigilators to SAO timeously as arranged. Receive, sort, and distribute exam scripts for marking, capturing marks and upload to PeopleSoft. Arrange for checking of Excel formula and for auditing of mark accuracy by delegated person. Provide test invigilation and marking information to SAO. Send out notice to students for re-exams and report any problems to respective course convenors. Do a final audit of accuracy of marks on PeopleSoft. Prepare course material and related documentation for the External Examiner. Set dates for deferred examination in July and mid-January in consultation with SAO and course convenors, arrange invigilation, marking of scripts, sending marks and marked scripts to External Examiner via the SAO and publishing DE results timeously.</li> <li>• Ensure updated and completed marks spreadsheets are uploaded prior to going on leave.</li> <li>• Any other course related administration as required.</li> </ul>	
2	<b>General and Office Administration</b>	<b>15%</b>	<ul style="list-style-type: none"> <li>• Providing administrative and secretarial support to Staff</li> <li>• Assist SAO with general tasks as required.</li> <li>• Record photocopier readings monthly, email readings to supplier and to SAO where applicable. Report photocopier issues to supplier; oversee the general maintenance of the copier. Provide support to or arrange support to Academic staff who experience problems when using the copier.</li> <li>• Marketing: Job Shadow: Arrange for prospective student to attend a lecture and tutorial, speak to a student advisor in the department, arrange for a senior tutor to take them on a tour of campus; provide information on Psychology degree</li> <li>• Signage – ensuring the signage is updated in the department.</li> </ul>	<p>Smooth running of the department administration.</p> <p>No backlog on tasks for the SAO during peak period.</p> <p>Job shadowing arranged timeously.</p> <p>Signage in the department is always up to date and professional.</p> <p>General queries are dealt with courteously and effectively.</p>

			<ul style="list-style-type: none"> <li>• General department administrative duties.</li> <li>• Stationery maintenance</li> </ul>	
3	<b>Book Orders</b>	<b>1%</b>	<ul style="list-style-type: none"> <li>• Capture and order books online for course convenors via the library website</li> </ul>	Orders placed timeously.
4	<b>Course information of previous years</b>	<b>1%</b>	<ul style="list-style-type: none"> <li>• Draw course outlines and course information of previous years from the archives upon request from Alumni, colleagues or general public where relevant</li> </ul>	Requested information delivered timeously
5	<b>Website maintenance</b>	<b>3%</b>	<ul style="list-style-type: none"> <li>• Assist with maintaining TABS/sections of the Department's website as agreed with the Line Manager</li> <li>• Do regular checks on the website to update information.</li> <li>• Where updates have been requested, check that these</li> </ul>	Website is always updated with relevant and correct information

### MINIMUM REQUIREMENTS

Minimum qualifications	Grade 12 (NQF 4 equivalent) is advantageous			
Minimum experience (type and years)	Minimum 1 year academic programme administrative experience in a tertiary institution Proven computer literacy at an intermediate/advanced level – specifically MS Excel, MS Word, Email, Internet Marks processing			
Skills	Organisational, administrative, and interpersonal skills. Effective verbal and written communication Attention to detail. Managing variable workload Coping under pressure			
Knowledge	MS Word, MS Excel, MS Outlook, and internet PeopleSoft, Vula, and Amathuba would be an advantage			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Teamwork and the ability to work independently. Flexibility. Ability to communicate effectively with students and colleagues and to provide satisfactory customer service. Ability to work methodically.			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Adaptability/ Flexibility	2	Communication	2
	Analytical thinking /Problem solving	2	Decision making	3
	Building Interpersonal relationships	1	Teamwork	1
	Student service and Support	1	Work Management	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Administrative support on Undergraduate courses and assistance with general department administration.
Amount and kind of supervision received	Variable depending on the level of complexity of the matter. Supervision mainly on medium and higher level of complexity
Amount and kind of supervision exercised	N/A
Decisions which can be made	General standard day to day course administration that are non-financial related.
Decisions which must be referred	All finance related matters, low, medium to high risk and complex matters. Student intake, granting of extensions and similar.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Student Records, ICTS, Exams office, students, venues, Printing service
External to UCT	Prospective external students, Alumni, Publishers, External Examiner, colleagues from other universities, photocopy vendor, general public