



NOTES

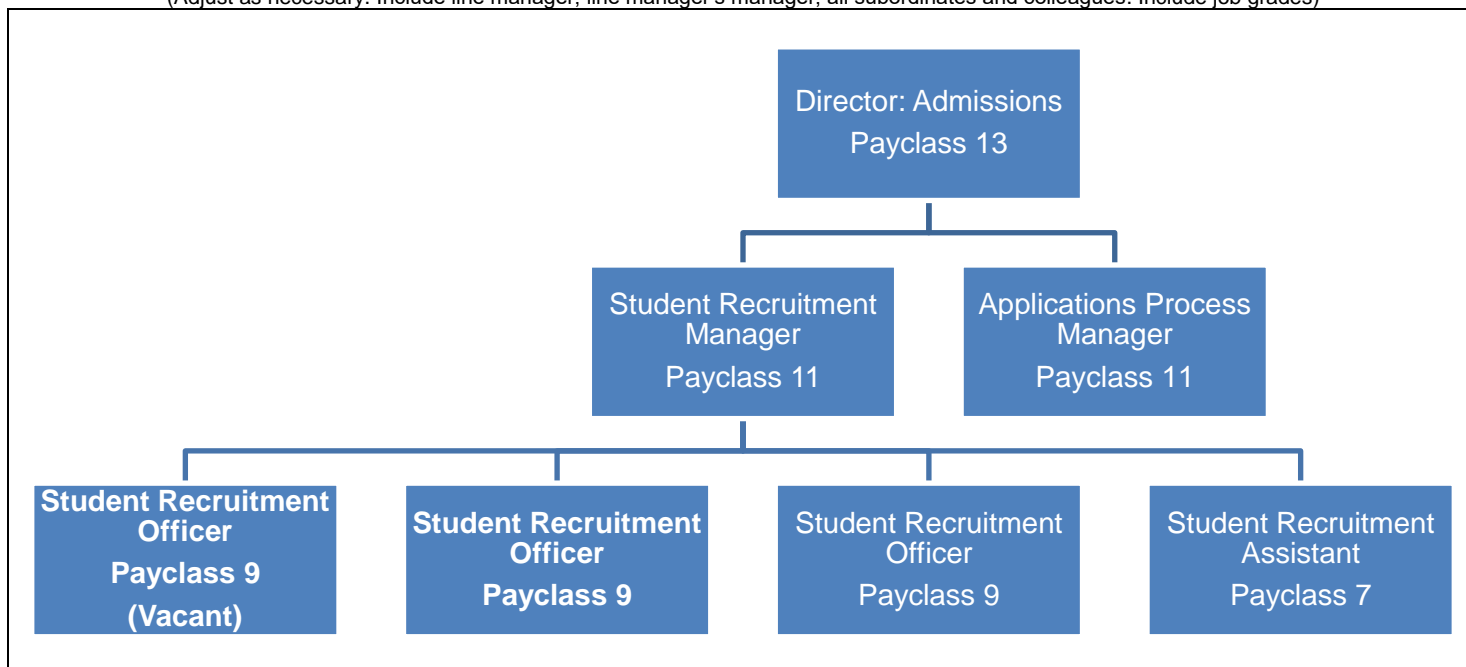
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Student Recruitment Officer
Job title (HR Practitioner to provide)	
Job grade (if known)	9
Academic faculty / PASS department	Office of the Registrar
Academic department / PASS unit	Registrar's Office
Division / section	Admissions Office
Date of compilation	1 December 2015/ 04 August 2025

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to give effect to the enrolment objectives of the institution generally, but also as they relate to faculties and departments. In so doing, this position forms part of a student recruitment team that seeks to attract students to the University through the implementation of an appropriate and dynamic recruitment strategy, which hinges on the dissemination of accurate information, engaging in host of appropriate activities, all culminating in the role of ambassador for the institution.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Implement the annual student recruitment plan	50	Visit schools locally and nationally with a view to promoting study opportunities at UCT and presenting the policies of the institution. The activity will take various forms, as the situation demands. Typically, the visits will be aimed at separate grade 11 & 12 school visits, as well as addressing parents. This activity often occurs after normal working hours and over weekends, and does not attract additional remuneration.	The requisite constituencies are serviced appropriately each cycle.
2	Maintain and develop relationships with key members of staff at schools	10	Establish and maintain links with teachers through email updates and updates of applications via Business Objects reports. In addition, teacher events are arranged from time to time, and the SRO will take a leading role in facilitating these.	Teachers and schools remain completely updated and informed.
3	Participate in, lead and organize a range key events and activities to promote what UCT offers.	10	Play a key role in organizing the annual UCT Open Day, local and national UCT events, and other UCT-specific events such as community-based library exhibitions.	UCT events are successfully hosted.
4	Support individual applicants in their applications to UCT, and manage related queries.	15	Meet with individual applicants and their parents in an attempt to address key considerations related to programmes of study. The focus of these interviews is to disseminate information, rather than 'counsel' individuals about appropriate disciplines for them (which is a professional pursuit). In addition, lead prospective students on a tour of the university. Respond to queries received by the Admissions Office via telephone, email and from ad hoc visitors and prospective students.	Individuals, when approaching the university for assistance, have their needs addressed.
5	Maintain strong relationships with key stakeholders within the institution, and provide support to departments and faculties as and when required.	10	Meet and liaise with internal stakeholders in order to plan their participation, or hosting of a recruitment-focused event.	Internal stakeholders receive the necessary support from the Admissions Office.
6	Applications processing	5	Become directly involved with PeopleSoft processing of aspects of the application. Specifically, this relates to maintaining existing applications.	Tasks, as assigned, are executed promptly.

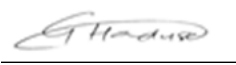
MINIMUM REQUIREMENTS

Minimum qualifications	Tertiary qualification
Minimum experience (type and years)	3 years relevant work experience (including, for example, working in higher education, or public speaking); strong UCT background or experience will be an advantage.

COMPETENCIES

Competence	Level	Competence	Level
Adaptability/flexibility	2	Energy	2
Analytical thinking	2	Formal presentation	2
Building interpersonal relationships	2	Persuasiveness/Sales ability	2
Building partnerships	2	Planning and organizing/work management	2
Client/student service and support	2	Professional knowledge and skill	2
Communication	2	Teamwork/collaboration	2
Conceptual thinking	2	University awareness	2
Decision-making/Judgement	2	Written communication	2

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder	Vacant			
Line Manager	Gcinumzi Haduse		021 650 4111	
HOD				