

Research and Career Services Officer: Academic Programmes

Founded in 2000, the University of Pretoria's Gordon Institute of Business Science (GIBS) is an internationally accredited business school, based in Johannesburg, South Africa's economic hub. As the business school for business, we focus on general management in dynamic markets to significantly improve responsible individual and organisational performance, primarily in the South African environment and increasingly in our broader African environment, through the provision of high quality business and management education. In May 2018, the annual UK Financial Times Executive Education rankings, a global benchmark for providers of executive education, once again ranked GIBS as the top South African and African business school. This is the 15th year running that GIBS has been ranked among the top business schools worldwide. In October 2018 the GIBS MBA was ranked among the top 100 business schools globally in the prestigious Financial Times Executive MBA Rankings. GIBS is the only business school in Africa to appear in this ranking.

GIBS is accredited by the Association of MBAs (AMBA), the Association to Advance Collegiate Schools of Business (AACSB), the Council on Higher Education (CHE) and is a member of the South African Business Schools Association (SABSA), and the Association of African Business Schools (AABS). For more information, visit www.gibs.co.za

RECRUITMENT: RESEARCH AND CAREER SERVICES OFFICER

KEY ROLE: To provide logistic support to the Senior Manager (GIBS Career Services and MBA Projects) and the MBA Research Manager to ensure that the MBA Research Project, as well as all GIBS Career Services activities, initiatives and events are delivered to the satisfaction of GIBS internal and external clients and to the GIBS standard.

The incumbent will need to participate in the execution, analysis and evaluation of MBA Research and Academic Career Services activities. The incumbent will be required to organise, implement and promote all student related research and knowledge exchange events and initiatives, ensuring procedures and policies are adhered to and to maintain records and provide full administrative support to the Senior Manager (GIBS Career Services and MBA Projects) as well as the MBA Research Manager.

MAIN RESPONSIBILITIES

Responsibilities include but are not limited to:

MBA Research Project

- Provide support to relevant stakeholders in implementing and monitoring adherence to research procedures and policies
- Assist with the recruitment and appointment administration of new MBA Research supervisors
- Work closely with the Senior Manager (GIBS Career Services and MBA Projects), the MBA Research Manager, Research Committee and Examiners to
 - Ensure quality control of submissions
 - Adherence to internal and external guidelines
 - Adherence to deadlines
- Responsible for arranging research induction sessions for all new research active staff
- Responsible for maintaining good relations with various internal and external stakeholders to ensure that we can perform our core functions effectively like the research staff
- Ensure the following administrative duties are fulfilled:
 - Accurate minute taking at the research related meetings as and when required
 - Handle sensitive information with integrity
- Keep abreast of decisions and discussions that impact the Research Project and its Committee.
- Assist in managing relationships with Supervisors and Examiners and MBA Research Students.

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- To manage and ensure that execution of all events hosted by the MBA Research Team, including all Research workshops, the Research Hand-in/ Submission event, as a joint function of the Concluding End of Year function for all MBA students.
- Inputting and checking of all results for accuracy
- Post programme administration – typing evaluations, client liaison, follow ups with delegates and faculty where necessary, updating attendance records, tracking of all submissions
- Updating of Aspire with lecturer slides, course material and admin documents
- Assist with the evening workshops – be available should delegates and presenters require any assistance until class commences
- Assist the Managers to counsel students
- Introduction of Presenters when necessary
- Keep and maintain detailed records
- Pre programme administration – Venue booking; function sheets.
- Manage invoices and all payments related to the research project
- Updating CRM when required

Career Services

- Provide administrative support to the Senior Manager with regards to the Academic Career Services portfolio in relation to all events, projects and initiatives
- Pre- event administration – Venue booking; function sheets, invitations, RSVP's, etc
- Post event administration - typing evaluations, client liaison, follow ups with delegates and faculty where necessary, updating attendance records
- Manage invoices and all payments related to all career services initiatives and events
- Maintain and update ASPIRE to ensure that all Academic Students are enrolled on the career portal.
- Attend evening Career Services events – such as company or personal development sessions
- Maintaining good relations with all internal and external stakeholders
- Assist the Senior Manager with the arrangements of the annual Career Fair – responsibilities will include, but not be limited to sending invitations to companies, follow-ups, announcements to students and alumni, logistical arrangements, confirmation of speakers, etc

General

- Assist when required with the administration of other GIBS programmes or activities
- Assist with all general administration relating for the Research Project as well as Career Services
- To carry out all reasonable duties as and when requested by your line manager or any other senior management member

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Ideal Profile

- Business Diploma at the level of a GIBS PMD
- Bachelor's degree an advantage
- General office management experience
- Minimum two years' experience working as an educational co-ordinator / or in a similar type of position in a private educational organisation

COMPETENCIES

Knowledge

- Thorough understanding of the tertiary education milieu
- Knowledge of academic administrative and record systems

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- Group psychology understanding

Skills

- Analytical thinking ability
- Conceptual thinking ability
- Customer market understanding
- Computer literacy – MS Word and Excel at an intermediate level
- Financial interpretation
- Listening Skills
- Negotiation skills
- Presentation skills
- Verbal and written communication skills
- Excellent interpersonal skills

Attributes

- Achievement orientated and can meet deadlines
- Accurate attention to detail
- Customer service orientated
- Able to use initiative and work independently
- High energy levels
- Stress tolerant
- High organisational commitment

We offer competitive market related packages based on qualifications and experience.

If you are interested in applying, please email your CV to Recruitment@gibs.co.za

Vacancy Reference Code: RCSOAP1903

Closing date: 12 April 2019