

Post Title: MBA Programme Administrator Intern

Faculty/Department: Henley Business School, Africa

Reports to: MBA Director/programme managers

Purpose

Henley is committed to youth skills development by providing graduates with an opportunity to gain work experience.

The incumbent will provide entry-level professional administrative and information systems support to the MBA team, gradually increasing level of difficulty and responsibility as the incumbent receives on-the-job training in operational functions. He/she will contribute to the organisational goals by providing and co-ordinating accurate and efficient administrative services.

Learning areas and responsibilities

- Learn the principles, policies, processes and procedures related to the MBA department
- Interpret and apply laws, rules and regulations
- Responsible for the administration of the application and registration processes
- Loading information onto CRM, Blackboard and RISIS
- Gather pertinent facts and data, apply formulae's in computing statistical measures
- Support the DMS process through e-filing
- Obtain and distribute result letters
- Learn and effectively utilise specialized computer software programmes to assist in providing technical assistance to MBA staff and tutors
- Provide workflow directions and technical assistant to assist students with online enrollment
- Arrange nametags, photos and student access cards and for each intake
- Administrative support of events, including the RSVPs, event schedules, name lists, nametags
- Administer the PR process for financial support
- Administer the visitors list on a weekly basis
- Communicates effectively orally and in writing

Supervision received

Reporting to the Programme Director/Manager, who provides direction, support, training, advice and guidance.

Supervision given

None required

Other activities

The successful applicant must be flexible in routinely supporting some evening and weekend working. Time-off-in-lieu (TOIL) is permitted for weekend and evening work.

Contacts

Programme Members

Programme Director and Managers

Programme Administrators from other Henley programmes

Staff across the Henley Business School

Central university teams including the Admissions and RISIS offices

This document outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Recently graduated. 3 year degree/diploma in **information technology/systems management or similar qualification.**

Skills and attributes

- Microsoft Office including CRM
- English communication skills (Verbal and Written)
- Ability to work in a team environment in an open plan office
- Attention to detail and accuracy important
- Ability to work well under pressure
- Ability to communicate tactfully
- The ability to prioritise and provide exceptional client service is required. Demonstrated communication, interpersonal, organisational, technical and analytical, problem-solving and computer skills required.
- A sense of urgency and a commitment to timely completion of projects. Attention to detail along with a commitment to quality and confidentiality.

An internship is a planned, structured and managed programme that provides an opportunity to practice the work skills that a candidate has studied and will practice in future for a specific period of twelve months.

The criteria is as follows:

1. Unemployed South African graduates from higher education institutions who have recently completed their degree or diploma (in the relevant field as indicated in the advert).
2. Graduates between the ages of 18 and 35 years.
3. Candidates who have already attended on an internship/ learnership programme will not be considered

Applicants need to be prepared to undergo an assessment as part of the selection process. Short listed candidates will be required to authenticate information provided in their CVs. The closing date for applications is 28 April 2017.

If you know of such a person and they meet the criteria above and details within the job description, please pass this on.

Interested applicants, who meet the criteria, are to submit their CV along with the supporting documents noted in the advert to growing@henleypsa.ac.za