**** **GREAT ZIMBABWE UNIVERSITY**

DIVISION OF STUDENT AFFAIRS

ACCOMMODATION SECTION

28 MAY 2024

**ADVERT**

Applications are invited from suitably qualified persons to fill the following posts:

**ON-CAMPUS RESIDENCE ASSISTANT POSTS**

1. Mashava Campus (**19 posts**: Complexes A – S)

2. City campuses (ZIMDEF-**2 posts**, Mucheke Campus-**3 posts**)

**OFF-CAMPUS RESIDENCE ASSISTANT POSTS**

1. City Campuses (**15 posts**: Rujeko A & B, Rujeko C, Morningside, Mukaradhi Plots & Wimpy, Rhodene, Town & Eastvale, ZIMRI Park & Cloveli, Target Kopje, Hillside, Yeukai & Majange, Aphiri and Sisk, Mbudzi & East Victoria Range, Pangoline & ZBS, Rank & DDF, Majange & ZBS, Runyararo West and West Victoria Range)

**The applicant should be:**

-A GZU registered student

-Mature and responsible

-Must have a good academic performance profile

-Must have a minimum of at least two semesters before completion of study and two semesters before going for work-related learning.

-Must have no record of misconducts

**DUTIES AND RESPONSIBILITIES**

Amongst other duties Resident Assistants (RAs) perform the following duties:

**On-Campus**

-Help enforce regulations and manage residences

-Investigate, reprimand and report any misconduct to the Accommodation Officer or any other responsible authorities

-Inspect rooms for cleanliness

-Monitor activities within residences

-ensure correct use of assets in the residence

- assist Janitors to distribute tissue and cleaning material;

-Implement all other duties assigned by the Accommodation Officer or any other responsible authorities.

**Off-campus**

**-** ensure that students’ social, academic and personal needs are met

-act as a link between the University and Community

-report any ill health cases or emergencies

**-** responsible for the general welfare of non-resident students;

- coordinate and monitor off-campus residence activities;

- attend meetings organised for non-resident students;

- enforce rules and regulations pertaining to accommodation at boarding houses;

- investigate and recommend disciplinary action against students who bring the name of the institution into disrepute;

- establish non-resident committees with the assistance of the Accommodation Officer.

**Applicants**

Application letters, certified copies of national and student IDs, profile of results of previous semesters and CV giving full personal details including full names, place and date of birth and names of at least two (2) referees should be uploaded on deanofstudents@gzu.ac.zw as a single PDF file.

Closing date for receipt of applications shall be Friday, **7 June 2024, at 1630hrs**. Late submissions will not be accepted.