



OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE

CENTRE FOR DISTANCE LEARNING

VACANCY

Applications are invited from suitably qualified candidates for the position of a

Students Affairs Officer/Guidance Counsellor

DUTIES AND RESPONSIBILITIES

- Provide academic guidance and support services, including monitoring of academic performance, and facilitating communication between school and home.
- Give Career awareness, exploration and planning services, including goal setting and decision making assistance to students.
- Supervise CDL- rented students' hostels
- Take charge of students' accommodation processes.
- Make each student feel that the Centre knows and cares about them.
- Act as a resource personnel for all students when their needs extend beyond the classroom, such that each student leaves the Centre academically, socially, and emotionally prepared for life.
- Mould students pro-actively, thoughtfully, empathetically, and provide them with great opportunity for success in all walks of life.
- Work with Lecturers and Tutors to provide a more vivid picture of each students' strengths and areas of improvement.
- Assist to coordinate students' disciplinary processes.

QUALIFICATION/EXPERIENCE

- First degree in Social Sciences, Administration or Education and a Master's degree in Guidance/Counselling.
- Minimum (10) years cognate experience in an educational Institution.
- Excellent organizational abilities and communication skills both oral and written.
- Computer literacy with working knowledge of MS Word, PowerPoint and Excel.
- A good knowledge of distance education will be an advantage.

SALARY – NEGOTIABLE.

METHOD OF APPLICATION

Please forward suitability statement (application) and resume (CV) as a single MS Word document to adminsec@oaucdl.edu.ng. Applications can be sent electronically (i.e. via email) with the job title clearly indicated as the subject of

the mail or in three (3) hard copies. Please include your phone number, e-mail address and home street address.

Each applicant is required to have three referees who should forward their confidential reports directly to the Administrative Secretary adminsec@oaucdl.edu.ng. Only shortlisted candidates will be contacted.

CLOSING DATE – Monday 18th March, 2019.

Signed
Director, CDL