



JOB OPPORTUNITY

Job Title: Online Students Support Coordinator
Organization: Watoto Childcare Ministries
Duty Station: Watoto Children's Villages Bbira and Suubi

Watoto Church and Childcare Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Childcare, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

We are seeking to recruit **Online Students Support Coordinator** to Provide Christian leadership and management to all Online students to ensure quality Education.

Key Duties and Responsibilities (but not limited to).

- Maintain a students' database for students studying online as well as the respective institutions of learning.
- Act as the first line responder to all online tertiary institution's requests and concerns in relation to students, and escalating matters that need attention of other Watoto departments.
- Maintain the student cumulative records and cumulative tertiary Student performance records.
- Monitor Online student learning academic performance and collaborate with the institution to offer more academic support as needed.
- Follow up on students' academic progress and ensure that they are done within the set timelines with no retakes.
- Prepares and submits needs of online learning and tuition requests.
- Coordinate meetings and agendas for the Online tertiary Students' team
- Support in the administration and implementation of the approved tertiary budget and resources.
- Ensure that the budget and cost control- measures are observed in the delivery of the online Tertiary students' programs
- Support in the formulation of the annual Online learning tertiary workplan, calendar and the tertiary budget.
- Work with the student tertiary team to strengthen the mentorship/career guidance & work-placement for students online learning.
- Develop and track work-placement opportunities and apprenticeship using the work-placement index and creating new opportunities.
- Ensures that all students examinations and assessments are conducted in a safe and convenient place with stable internet.
- Compiles list of students for recognition awards certified by the respective institutions.
- Respond to all online learning tertiary queries, concerns, and calls and forwards to tertiary coordinator where necessary.
- Support in Information Management Systems modules for schools, including online learning platforms subscribed to by the department.
- Maintain up to date records of all Students online learning tertiary proceedings.



Qualifications, Skills and Experience.

- The applicant for the role should hold at least a minimum of a bachelor's degree in information and technology or any relevant discipline.
- A minimum of two (2) years' working experience in a similar role within a learning environment
- Computer literacy in Microsoft applications.
- Guidance and Counselling skills.
- Commitment to contribute to students' learning progress

- Should be a good communicator, team player, results oriented, self-motivated, able to work with minimum supervision.
- Commitment to work within a team environment and ability to work under minimal supervision.

How to Apply.

All suitably qualified and interested candidates can apply by visiting our website.

1. Website www.watotochurch.com
2. Go to the **JOIN THE TEAM** on the website menu.
3. Under that, **click here** to see job details and click **Apply Here** to apply for the job.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a Church/Pastor's recommendation letter to careers@watotochurch.com (Subject Line: Job Title - First Name, Last Name).

DEADLINE: 22nd / October /2024.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORTLISTED AND CONTACTED FOR INTERVIEWS

