



Library and Information Service

Senior Library Assistant: Circulation (Stellenbosch University Library)

(Ref. BIB/209/0721)

Working hours: Monday to Friday. 08:00-16:30, included evening and Saturday shifts according to a timetable.

Duties:

- Providing client service which includes general enquiries, training clients in navigating the library website and finding items in the library;
- Issuing, renewing and returning library material and other administrative and service delivery duties;
- Document delivery tasks, for example supplying of books, chapters from books and journal articles, and reserving material for short loan;
- Overall responsible for client service and the first-level handling and reporting of risk issues during after-hours shifts;
- Detecting and reporting problems regarding software, printers and other IT matters in the computer areas where the Circulation Division is providing support.

Requirements:

- Grade 12;
- Two years' relevant library experience;
- Knowledge of how to search for electronic and printed books, and journal articles;
- Strong client- and service-oriented skills;
- Excellent interpersonal, teamwork and communication skills;
- Good computer proficiency, including sound knowledge of the Windows environment and the Microsoft Office package.

Recommendations:

- Knowledge of the client service environment of an academic library;
- Basic knowledge of the integrated library system, Alma;
- Knowledge of interlibrary loan and document delivery procedures.

Commencement of duties: 1 October 2021 or as soon as possible thereafter

Closing date: 6 August 2021

Enquiries regarding this position: Reinet Faasen on 021 808 3722

Enquiries regarding remuneration/benefits as well as technical assistance with the electronic application process: Human Resources Client Service Centre on 021 808 2753, or at sun-e-hr@sun.ac.za

The University will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.

The University reserves the right not to make an appointment.

Your application, **comprising a comprehensive curriculum vitae (including the names and e-mail address of at least three referees)**, must reach the University before or on the closing date of the advertised post.

Apply online at www.sun.ac.za/english/careers

The University reserves the right to investigate qualifications and conduct background checks on all candidates.

Should no feedback be received from the University within four weeks of the closing date, kindly accept that your application did not succeed.



Biblioteek- en Inligtingsdiens

Seniorbiblioteekassistent: Sirkulasie (Universiteit Stellenbosch Biblioteek)

(Verw. BIB/)

Werksure: Maandag tot Vrydag 08:00-16:30, met inbegrip van aand- en Saterdagdienste volgens 'n rooster.

Pligte:

- Lewering van kliëntediens wat algemene navrae, die opleiding van kliënte oor hoe om die biblioteekwebblad te gebruik en hoe kom items in die Biblioteek te vind, insluit;
- Uitreikings, hernuwings en terugbesorgings van biblioteekmaterial en ander administratiewe en diensleweringspligte;
- Dokumentleveringspligte, byvoorbeeld die verskaffing van boeke, hoofstukke uit boeke en tydskrifartikels, en die reservering van materiaal;
- Oorhoofs verantwoordelik vir kliëntediens en die eerste vlak hantering en rapportering van sekuriteitsaangeleenthede gedurende na-uurse skofte;
- Opsporing en rapportering van probleme ten opsigte van sagteware, drukkers en ander IT sake in die rekenaarreas waar die Afdeling Sirkulasie ondersteuning bied.

Vereistes:

- Graad 12;
- Twee jaar relevante biblioteekervaring;
- Kennis van hoe om te soek vir elektroniese en gedrukte boeke en tydskrifartikels;
- Sterk kliënt- en diensingesteldheid;
- Uitstekende interpersoonlike, spanwerk- en kommunikasievaardighede;
- Goeie rekenaarvaardigheid, insluitend 'n grondige kennis van die Windows omgewing en die Microsoft Office pakket.

Aanbevelings:

- Kennis van die kliëntediensomgewing in 'n akademiese biblioteek;
- Basiese kennis van die geïntegreerde biblioteekstelsel, Alma;
- Kennis van interbiblioteek- en dokumentleveringsprosedures.

Diensaanvaarding: 1 Oktober 2021 of so doenlik daarna

Sluitingsdatum: 6 Augustus 2021

Navrae rakende die posinhoud: Reinet Faasen by 021 808 3722

Navrae rakende vergoeding/voordele asook tegniese bystand met die elektroniese aansoekprosedure: Menslike Hulpbronne-kliëntedienssentrum by 021 808 2753, of by sun-e- hr@sun.ac.za

Die Universiteit hanteer alle aansoeke in terme van sy Diensbillikheidsplan wat erkenning verleen aan die behoefté om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van gesikte kandidate uit die aangewese groepe.

Die Universiteit behou die reg voor om nie 'n aanstelling te maak nie.

U aansoek moet vergesel wees van **'n volledige curriculum vitae (insluitend die name en e-posadres van ten minste drie referente)**, en moet die Universiteit voor of op die sluitingsdatum van die advertensie bereik.

Doen aanlyn aansoek by www.sun.ac.za/afrikaans/loopbane

Die Universiteit behou die reg voor om kwalifikasies na te gaan en agtergrondinligting oor alle kandidate in te win.

Indien u nie binne vier weke na die sluitingsdatum van hierdie advertensie van die Universiteit verneem nie, aanvaar asseblief dat u aansoek onsuksesvol was.