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Biblioteek- en Inligtingsdiens  
Library and Information Service

## **SPECIAL COLLECTIONS DIVISION: STUDENT ASSISTANT REQUIRED FOR 2020**

**The Special Collections division in the Stellenbosch University Library and Information Service requires the services of a student assistant for 2020**

**Working hours: 12 hours per week** (Mon-Fri 8:00-16:30, 1 February – 30 November), arranged according to the availability of the successful candidate.

### **Duties:**

- General administrative duties
- Sorting and physical maintenance of document collections

### **Requirements:**

- At **post-graduate level** in a suitable course of study with little regular class attendance
- Accuracy
- Computer skills
- Good interpersonal skills
- Communication skills in both English and Afrikaans

### **Recommendations:**

Interest in and knowledge of South African history and Afrikaans literature.

**Commencement:** 1 February 2020

**Closing date for applications:** 31 October 2019

**Enquiries:** Marieta Buys at (021) 808 4930 or e-mail: [hmbuys@sun.ac.za](mailto:hmbuys@sun.ac.za)

Please send a complete *Curriculum Vitae* with a cover letter to Marieta Buys, Special Collections, Stellenbosch University Library and Information Service. Applications can be handed in at the Special Collections Division, room 1064, in the Stellenbosch University Library or e-mailed to [hmbuys@sun.ac.za](mailto:hmbuys@sun.ac.za)