CARNEGIE RESEARCH COMMONS
JS GERICKE LIBRARY

Biblioteek- en Inligtingsdiens

Library and Information Service

UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

Research Commons Assistants Vacancies 2016

The Library hereby invites senior students (<u>advanced</u> masters or doctoral students) with a strong interest in research to apply for posts as Research Commons Assistants. Successful candidates will be required to provide fellow postgraduate students in the Research Commons with general research support, assist with IT trouble shooting, bibliographic enquiries and other activities.

The Carnegie Research Commons is a research environment for exclusive use by masters and doctoral students, as well as researchers. The primary aim of the Research Commons is to enhance the Library's contribution to postgraduate through-put and research output by providing a conducive environment for research. The Research Commons offers researchers the flexibility of conversing in seminar or discussion rooms, relieve stressed minds in a comfortable lounge area or engage in self-study.

Requirements:

- Full-time Masters or Doctoral student (Masters students have to be at least in their second year of studies)
- Excellent computer skills
- Strong sense of responsibility / taking ownership
- Excellent interpersonal skills and service orientation
- Excellent knowledge of software packages such as MS Office, the Windows environment, the Internet, the computerised library catalogue (SunSearch) and other electronic databases
- Available to work for approximately 15-20 hours (3 shifts) per week
- Available to attend the compulsory training programme (3 days) at the end of January 2016.

Interviews: End of November.
Period of employment: 4 January 2016 until 19 December 2016
Remuneration: R45.43 per hour (paid monthly)
Applications: Applicants must submit a CV and cover letter highlighting suitability for the post to Ms Mymoena Londt, by e-mail: mlondt@sun.ac.za.
Closing date for applications: **Monday 16 November 2015**
Enquiries: Mymoena Londt, 0218082125