

Research Commons Assistants Vacancies 2018

The Library hereby invites senior students (advanced 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 25-26 January 2018.

Interviews: Middle November.

Period of employment: 8 January 2018 until 14 December 2018

Remuneration: Approximately R51.00 per hour (paid monthly)

Applications: Applicants must submit a CV and cover letter highlighting suitability for the post to Mr Pepler Head, by e-mail: peplerh@sun.ac.za.

Closing date for applications: Monday, 6 November 2017

Enquiries: Pepler Head, 021 8082125

