Research Commons Assistants Vacancies 2019

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 one shift per week (5.5 hours) & one Saturday per month according to a roster
- Available to attend the compulsory training programme 31 January – 1 February 2019

Interviews: Early November
Period of employment: February 2019 – November 2019
Remuneration: Not available for 2019 yet. In 2018 it was R51.05 per hour (paid monthly).
Applications: Applicants must submit a CV and cover letter highlighting suitability for the post to Mrs Elizabeth Moll-Willard, by e-mail: emw@sun.ac.za.
Please note: Applicants will be required to complete a test on their IT skills and knowledge during the interview
Closing date for applications: **Wednesday, 31 October 2018**
Enquiries: Elizabeth Moll-Willard, 0218082125