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Library and Information Service

Senior Library Assistant: Learning and Training (Stellenbosch University Library)

(Ref. BIB/126/0421)

This vacancy is available for Stellenbosch University staff only.

This position is suited to a dynamic person who enjoys working with people and is solution driven.

Working hours: Monday to Friday. 08:00-16:30

Duties:

- Providing client service and IT, digital and software support to clients of the Learning Commons and e-classroom;
- Assisting clients in the use of the library website, library guides and e-resources;
- Providing e-classroom and online (e.g. MS Teams) support to presenters of training sessions;
- Being involved with the creation and updating of virtual training programmes, guides, and videos for primary clients;
- Maintaining an electronic booking system (LibCal);
- Marketing services, library guides, orientation and training programmes;
- Ensuring that the computer equipment is in a functioning condition and that printers have a sufficient supply of paper.

Requirements:

- Grade 12;
- At least two years' experience in a client service division of an academic library;
- 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;
- Training and online learning skills.

Recommendations:

- Knowledge of information retrieval, database search strategies, metadata and the use of search engines;
- Basic knowledge of the integrated library system, Alma.

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

Closing date: 10 May 2021

Enquiries regarding this position: Jeremiah Pietersen on 021 808 4399

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.



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Bibliotek- en Inligtingsdiens

Seniorbibliotekassistent: Leer en Opleiding (Universiteit Stellenbosch Bibliotek)

(Verw. BIB/126/0421)

Hierdie vakature is slegs vir Universiteit Stellenbosch-personeel beskikbaar.

Hierdie pos is geskik vir 'n dinamiese persoon wat daarvan hou om met mense te werk en oplossings te vind.

Werkure: Maandag tot Vrydag 08:00-16:30

Pligte:

- Lewering van kliëntediens en IT, digitale en sagteware ondersteuning aan kliënte van die Leersentrum en e-klaskamer;
- Ondersteuning van kliënte in die gebruik van die bibliotektuisklad, bibliotekgidse en e-bronne;
- Lewering van ondersteuning aan aanbieders van opleidingsessies in die e-klaskamer en aanlyn (bv. MS Teams);
- Betrokke by die skep en opdatering van virtuele opleidingsprogramme, gidse en video's vir primêre kliënte;
- Instandhouding van 'n elektroniese besprekingstelsel (LibCal) ;
- Bemaking van dienste, bibliotekgidse, oriënterings- en opleidingsprogramme;
- Verseker dat rekenaartoerusting in werkende toestand is en dat daar genoeg papier vir die drukkers is;

Vereistes:

- Graad 12;
- Minstens twee jaar werkervaring in 'n kliëntediensafdeling van 'n akademiese bibliotek;
- Sterk kliënt- en diensingesteldheid;
- Uitstekende interpersoonlike, spanwerk- en kommunikasievaardighede;
- Goeie rekenaarvaardigheid, insluitend 'n grondige kennis van die Windows omgewing en die Microsoft Office pakket;
- Opleidings- en aanlyn leervaardighede.

Aanbevelings:

- Kennis van inligtingsherwinning, databasis soekstrategieë, metadata en die gebruik van soekenjins;
- Basiese kennis van die geïntegreerde bibliotekstelsel, Alma.

Diensaanvaarding: 1 Julie 2021 of so gou doenlik daarna

Sluitingsdatum: 10 Mei 2021

Navrae rakende die posinhoud: Jeremiah Pietersen by 021 808 4399

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](mailto:sun-e-hr@sun.ac.za)

Die Universiteit hanteer alle aansoeke in terme van sy Diensbillikheidsplan wat erkenning verleen aan die behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte 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.