

STUDENT ASSISTANTS REQUIRED FOR 2020

STELLENBOSCH UNIVERSITY LIBRARY—CIRCULATION & LEARNING COMMONS

Enquiries:

Mrs Reinet Faasen
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Closing date for applications: 11 October 2019

Compulsory training programme for successful candidates: 30–31 January 2020 8:30-16:30

Interviews: 24–25 October 2019

Please note: Applicants will be required to complete a test on their IT skills and knowledge during the interview

A team of student assistants work at the Learning Commons and Circulation Division on a fixed contract Feb-Nov 2020
One shift (5.5 hours each) per week according to a roster

Duties:

- General information provision, client services and general enquiries
- Lending and Short loan duties
- Assisting clients with the use of the web-based library catalogue and other electronic databases
- Assisting clients with the use of Microsoft Office (e.g. Word, Excel, PowerPoint) and Adobe
- Assistance with the use of printers, scanners and laptops
- Assistance with administrative tasks

Learning Commons working hours:

Monday to Thursday 15:30-21:00;

Saturday 10:00–16:30



Circulation working hours:

Monday to Thursday 16:30-22:00

Saturday 10:00-16:30



Requirements:

- Availability and adaptability to work 1 shift per week as well as one Saturday per month on a **fixed contract from Feb–Nov 2020**
- Availability to start working shifts on **3 February 2020**
- At post-graduate or final year level of a study program
- At least three years **SU full-time undergraduate study**
- Sound knowledge of the Library Homepage, SUNSearch (the Library's search engine)
- Good knowledge of Windows environment
- Excellent knowledge of MS Office (e.g. Word, Excel, PowerPoint) and knowledge of Adobe
- Knowledge of the use of printers, scanners and laptops
- Excellent interpersonal- and service oriented skills
- Sense of responsibility

Recommendations:

- Attendance of training sessions presented by faculty librarians during under-graduate study

Salary: not available for 2020 yet. In 2019 it was R54.50 per hour (paid monthly)

Applications: Your application must include: A curriculum vitae (including a recent photograph of yourself) with references, as well as a covering letter stating your study plans for 2020 and to what extent you conform to the abovementioned requirements.

Please mark your application **For Attention: Mrs Reinet Faasen, Room 1004A, Circulation, SU Library**, and hand it in at the library or e-mail to **Isoplei@sun.ac.za**.