

# NWU Library & Information Services

## VanderbijlPark

### Student Assistants needed for 2019

#### *DUTIES:*

Assistance at the information- and loan services.

#### *REQUIREMENTS:*

- **Post graduate students, preferably M/PHD** with little or no class attendance
- Knowledge of the library catalogue and other electronic information databases
- Good computer skills and sound knowledge of MS Office (Word, Excel, PowerPoint)
- Good communication skills in Afrikaans and English
- Strong client-service attitude and good interpersonal skills
- Available to work at least 6 hours per week

#### *WORKING HOURS:*

Shifts will depend on the requirements of the section where appointed. After-hour and Saturday morning shifts will be required.

#### *TRAINING:*

The attendance of a training program in January 2019 will be compulsory.

#### *SALARY:*

Remuneration is calculated on an hourly tariff and will be paid monthly.

#### *PERIOD OF EMPLOYMENT:*

1 February – 30 November 2019.

#### *APPLICATIONS:* **Closing date: 16 November 2019**

Applications must include:

- A Shortened **CV** including a recent photo of yourself
- Your **academic record**
- A **Cover letter** indicating your **study plans for 2019**

Hand in the relevant documentation at the **Building 13- Library**, Loan Services Desk for attention: **Tiny Moripa**



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