

# NWU LIBRARY & INFORMATION SERVICE

## VanderbijlPark

### Possible vacancies for Student Assistants 2022

Library hours are still not set for 2022 and appointment dates are not known at this stage. Shifts will depend on the libraries' operating hours and the section or branch library where appointed.

#### *DUTIES:*

Assistance at the information commons, research commons, and loan services.

#### *REQUIREMENTS:*

- **HONS and M-students** with little to 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
- Strong client-service attitude and interpersonal skills
- Available to work about 40 hours per month, including Saturday morning/afternoon shifts during the library's extended examination hours

#### *WORKING HOURS:*

After-hours (until 22:00) and Saturday shifts will be required.

#### *TRAINING:*

Compulsory attendance of a training programme

#### *TERM OF SERVICE:*

1 February-30 November 2022

#### *SALARY:*

Remuneration is calculated on an hourly tariff and will be in paid in **May, August and November.**

#### *APPLICATIONS: Closing date: 15 December 2021*

Applications must include:

- A shortened **CV** including a certified copy of your highest qualification and ID
- Your academic record and valid study permit if applicable
- Proof of registration for 2022
- A cover letter indicating your study plans for 2022
- SARS number

Hand in the relevant documentation at the VanderbijlPark Library, Loan Services Desk for attention: Ms Tiny Moripa