

STUDENT LIBRARY ASSISTANTS REQUIRED FOR 2020

DUT currently registered students from 3rd year and above
Preference will be given to Library & Information Studies, Information Technology and post-graduate students
Knowledge of Computer Library System (s) eg Symphony, Summon, iLink

Special Requirements

- Communication skills - verbal
- Customer service orientation
- Strong interpersonal skills with ability to respond constructively in a conflict situation
- Physical stamina and high level of mobility
- Good knowledge of MS Office (Word, Excel, and Power Point)
- Availability to work shifts; after-hours and Saturdays, Sundays (during exam period only) from 01 February 2020



Period of appointment

01 February to 30 November 2020

Salary

- R60 per hour, 3rd year and B. Tech students
- R70 per hour, Post-graduate students

Please submit your CV and covering letter, and indicate your preferred campus library to, Steve Biko Campus, Tromso Building 3rd Floor, Human Resources (Mrs Zulu's office)

Summary of Duties

- Assist with all circulation related duties
- Provide general information: client services and general enquiries
- Assist with all the basic IT related queries
- Assist with the basic post-graduate information support queries and assist in the research commons
- Provide basic information services and directional queries
- Do shelving and shelf-reading

Communication will be entered into with short-listed candidates only

Closing date: 29 January 2020

"The University reserves the right not to appoint"



LIBRARY