



Research Commons Student Assistant Posts 2016

The library hereby invites senior students (advanced masters or doctoral students) with strong interest in research to apply for posts as Student Assistants. Successful candidates will be required to provide fellow postgraduate students in the Research Commons with general research support, assist with IT trouble shooting, bibliographic enquiries and other activities.

Requirements:

- Full-time Masters or Doctoral student
- Excellent computer skills
- Strong sense of responsibility / taking ownership
- Excellent interpersonal skills and service orientation
- Excellent knowledge of software packages such as MS Office, the Windows environment, the Internet, the online library catalogue and other electronic database
- Available to work for approximately 10 – 15 hours per week
- Available to attend compulsory training in January 2016

Interviews: October – November

Period of employment: 4 January 2016 – 31 December 2016

Application: Applicants must submit a CV and application form to either Amina Adam, amina.adam@uct.ac.za or Pepler Head, pv.head@uct.ac.za.

Only applicants who submit both a CV and application form will be considered.

Closing date for applications: 6 November 2016