

23 April 2024

JOB ADVERTISEMENT: LIBRARY ASSISTANT: TEMPORARY 24-HOURLY POSITION (Sasol Library)

Closing date for applications: 02 May 2024

Commencement of duties: As soon as possible

PURPOSE

The library is looking for UFS post-graduate students (enrolled for Honours, Masters or Doctorate degrees) to work in the Library on an hourly basis.

Successful candidates will be responsible for the issuing and returning of library materials and provide assistance in all the library activities. Hours of operation will vary according to the conditions of the current need. Working hours and rosters will be directed by the Head of the Section. In-service training will be provided to the successful candidates.

MAIN DUTIES AND RESPONSIBILITIES

The main responsibilities will include assistance with lending and returning of library materials in accordance with LIS policies and procedures. Assistance will also be required with general administrative tasks and monitoring of student behaviour to ensure an acceptable study environment.

YOU WILL BE REQUIRED TO WORK IN SHIFTS FROM 22:00 UNTIL 07:45 (OVERNIGHT).

SELECTION CRITERIA

- Proof of current year registration as postgraduate student at the UFS.
- Ability to work independently with minimal or without supervision.
- Commitment to provide excellent client services including the ability to respond promptly and courteously to client requests.
- Sound communication and interpersonal skills as well as ability to work as a member of a team.
- Ability to use initiative.
- Ability to use KowsieCat effectively, MS Office and the internet.

Submit your CV with the application covering letter to

<https://www.ufs.ac.za/library/libraries-divisions/unlisted-pages/after-hours-vacancy-application>

PLEASE NOTE: ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.