



JS Gericke Biblioteek

Bronverskaffingsafdeling

Studente-Assistente benodig vir 2012

Werkure: 'n Span studente-assistente werk diensbeurte op 'n rotasiebasis volgens 'n rooster, Maandag – Donderdagaande: 16:30 – 22.00; asook Saterdag: 10:00 – 16:30.

Pligte: Uitleen-, reserwe- en administratiewe funksies, asook algemene navrae en kliëntediens binne die Bronverskaffingsomgewing.

Vereistes:

- Baie goeie rekenaarvaardigheid
- Goeie kommunikasievaardighede in beide Afrikaans en Engels
- Uitstekende interpersoonlike vaardighede
- Vermoë om onafhanklik te kan werk en verantwoordelikheid te neem
- Beskikbaarheid en aanpasbaarheid in die werksomgewing.

Aanbeveling: Op nagraadse vlak van 'n studierigting met min gereelde klasbywoning; Kennis van die Aleph-biblioteekrekenaarstelsel.

Dienstermyn: Maandag 30 Januarie 2012 tot 20 November 2012.

Opleiding: Die bywoning van 'n opleidingsprogram is verpligtend vir suksesvolle kandidate: 30 Januarie – 3 Februarie 2012.

Sluitingsdatum vir aansoeke: 18 Januarie 2012

Salaris: Vergoeding word volgens 'n uurlikse tarief bereken (± R35.00 vir 2012) en word maandeliks betaal.

Navrae: Mnr Steven Fredericks by 021 808 3722, e-pos sf1@sun.ac.za of Me Reinet Faasen by 021 808 2275 of e-pos: reinetf@sun.ac.za

Jou aansoek moet die volgende insluit:

1. 'n Volledige Curriculum Vitae
2. 'n Toepaslike dekbrief (wat ook melding maak van jou studieplanne vir 2012)
3. 'n Aanduiding tot watter mate aan bg. vereistes voldoen word

Dit moet gerig word aan Mnr Steven Fredericks of Me Reinet Faasen (Lokaal 1004A) en

- ingehandig word by die JS Gericke Biblioteek of
- gepos word aan: JS Gericke Biblioteek, Privaatsak X5036, Stellenbosch, 7599, of
- faks (021) 808-3723, of
- stuur per e-pos aan sf1@sun.ac.za met 'n cc aan reinetf@sun.ac.za



JS Gericke Library

Circulation Division

Student Assistants required for 2012

Working hours: A team of student assistants work rotating shifts according to a roster on Monday – Thursday evenings: 16:30 – 22:00; and Saturdays: 10:00 – 16.30

Duties: Lending, short loan as well as administrative duties, client services and general enquiries within the Circulation Division.

Requirements:

- Very good computer skills
- Good communication skills in both Afrikaans and English.
- Excellent interpersonal skills
- Sense of responsibility and ability to work independently
- Availability and adaptability in the work environment.

Recommendations: At post-graduate level of a study programme without regular class attendance; knowledge of the Aleph library computer system.

Term of employment: Monday 30 January 2012 until 20 November 2012.

Training: It is compulsory for successful candidates to attend a training programme on: 30 January – 3 February 2012.

Closing date for applications: 18 January 2012

Salary: Remuneration is calculated according to an hourly tariff (± R35.00 for 2012) and is paid monthly.

Enquiries: Mr Steven Fredericks at 021808 2275, e-mail: sf1@sun.ac.za or Ms Reinet Faasen at 021 808 2275 or e-mail: reinetf@sun.ac.za

Your application must include the following:

1. A complete Curriculum Vitae
2. An applicable cover letter (also stating your study plans for 2012)
3. An indication of how you comply with the abovementioned requirements

It must be directed to Mr Steven Fredericks or Ms RC Faasen, (Room 1004A) and

- handed in at the JS Gericke Library or
- mailed to: JS Gericke Library, Private Bag X5036, Stellenbosch, 7599
- or fax (021) 808-3723 or
- e-mail to: sf1@sun.ac.za and cc to reinetf@sun.ac.za .