

INTERNAL APPLICATIONS ARE INVITED FROM INTERESTED PERSON(S) FOR THE UNDER MENTIONED POST. ADVERT IS LIMITED TO DUT CURRENTLY REGISTERED STUDENTS

## **DUT Library: Information Literacy Tutor**

### **Educational Requirement**

- National Diploma in Library & Information Studies

### **Preference**

Preference will be given to candidates who:

- are registered for further qualification in Library and Information Studies at DUT.
- have conducted their work-integrated learning at Durban University of Technology Library

### **Knowledge**

- DUT Library Discovery Tool (QuickFinder)
- DUT Library databases and resources
- Understanding of LibGuides, LibAnswers and LibChat

### **General requirements:**

1. Currently registered for further qualification at DUT
2. Familiarity with online tools in particular Moodle, MS Teams, LibGuides and LibChat
3. Good communication skills
4. Computer literacy
5. Reliability and punctuality regarding work and studies.
6. Be available for duties on Saturdays and after hours

### **Recommended requirements:**

- Customer service orientation
- Strong interpersonal skills with ability to respond constructively in a conflict situation
- Friendliness, patience and sensitivity to a diversity of students.

### **Summary of Duties**

- To assist Subject Librarians with Information Literacy related queries and training
- To provide basic information services and directional queries
- To provide administrative support to Subject Librarians
- To assist with basic IT related queries.

### **Period of appointment**

- February to December 2023

Submit the application (cover letter indicating campus preference, DBN or Pmb, CV with certified copies of certificate and ID) via the email to [Careers@dut.ac.za](mailto:Careers@dut.ac.za).

Closing date: 16 February 2023