



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

DUT Library: Research Commons Tutor

Educational Requirement

- Enrolled for postgraduate studies (Masters or Doctoral)

Preference

- Postgraduate students in Library and Information Science

Knowledge

- DUT Library Discovery Tool (QuickFinder)
- Searching DUT library resources
- DUT Harvard referencing style
- EndNote (Reference management tool)

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 with postgraduate information support queries in the research commons
- To assist the postgraduate librarians with training
- To provide administrative support to postgraduate librarians
- To assist with 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.

Closing date: 16 February 2023