

Call for Applications

Postgraduate Office, Division for Research Development Graduate Internship 2025

The functions of the Postgraduate Office (PGO) at Stellenbosch University include postgraduate studies support such as programme choice guidance, international degree credential evaluations and joint degree programmes. Additionally, the PGO, through the Postgraduate Skills Development Programme, provides research and professional skills training and resources to assist postgraduate students to complete their degrees in good time. The PGO works in close collaboration with the Postgraduate Funding Office, which manages both internal and external postgraduate scholarships, bursaries, and conference travel awards.

The PGO invites applications for one **graduate internship position in the Postgraduate Skills Development Programme** (PG Skills) from candidates who are interested in acquiring firsthand work experience in the fields of higher education, student support, research support and administration.

The internship:

The PG Skills internship entails client services, administrative work, logistical arrangements and execution of workshops and events, providing technical support during online and in-person workshops, and providing support for social media content and websites. The successful applicant will:

- Provide support for online and in-person workshop logistics.
- Respond to enquiries via email.
- Capture workshop feedback and statistics.
- Provide design and writing support for the Postgraduate Office digital communication channels such as websites and social media.
- Do any other administrative tasks required by the Postgraduate Office, or in support of the Division for Research Development.

Please note that this is not an exhaustive list and in no way states or implies that these are the only duties to be performed by the successful applicant.

Outcomes of the internship:

- To develop a good understanding of the higher education context, in particular higher education postgraduate student support,
- To develop an understanding of research administration, postgraduate student and academic staff support and good project management skills,
- To develop client service and professional written and verbal communication skills appropriate for various audiences within the higher education context,
- To develop an understanding of marketing and communications in the context of higher education,
- To develop the ability to work as a productive and flexible team member within a large office environment (both online and in-person).

Who can apply?¹

The Graduate Intern appointment is supported by the Presidential Youth Employment Stimulus Initiative. Therefore, only **South African Citizens** between **18-35 years old** and who are **unemployed university graduates** are eligible to apply. If you are graduating in December 2024, you are eligible to be considered for the position. You are **not** eligible to apply if you are graduating in December 2024 but are continuing with your studies in 2025.

Please note that this position requires the intern to be available to come to the office on Stellenbosch campus in-person daily (08:00 to 16:30, Mondays to Fridays).

We are looking for someone who has the following attributes:

- Has attention to detail, is efficient, organised, and shows initiative,
- Has the ability to work independently and can prioritise duties,
- Has a strong professional work ethic, is helpful and friendly, and is client-centred,
- Has good communication and interpersonal skills (can write and communicate well in English),
- Has a high level of computer literacy and good Microsoft Office skills (with experience in Outlook, MS Word, MS Excel, and MS Teams especially) to be able to assist postgraduate students during training workshops and with online workshop logistics,
- Has an interest in visual and copy content creation for social media and websites,
- Has confidence speaking in public which is needed for workshops online and in person.

In addition, please note the physical requirements of the position:

The successful applicant will be required to work indoors and outdoors as determined by an event. Applicants must:

- Have the physical ability to transport catering goods, lift and carry equipment and workshop material per foot to workshop/faculty venues on Stellenbosch campus,
- Have the stamina to manoeuvre between venues, sometimes standing up for lengthy periods on workshop and event days, etc.

The physical demands described here are representative of those that must be met by the graduate intern to successfully perform the essential functions of this job.

Duration:

The internship covers a period of **6 months** (1 February 2025 - 31 July 2025). The successful applicant will be required to sign an internship contract for the duration of the internship period.

Work hours:

08:00 to 16:30 daily, Mondays to Fridays on Stellenbosch campus.

¹ The University is committed to employment equity EE, and appointments will be made in line with the EE Plan for the specific environment as well as SU's institutional EE Plan. Stellenbosch University reserves the right not to make an appointment.

Recommendations:

- Have a master's degree, preferably.
- Have knowledge of Stellenbosch University's postgraduate mechanisms and support systems.
- Have administrative work experience.
- Have in-person events management experience and online events management experience, e.g., have technical knowledge and experience of hosting events via Microsoft Teams.
- Have proven knowledge of how to use CANVA to design effective adverts and social media content.
- Have proven knowledge of how to use MS Excel functions for data capturing and management.

Remuneration:

The monthly salary will fall in the range R13 891-R15 434 and will be confirmed at the time of offer.

How to apply:

- Please familiarise yourself with our Programme before applying. Find further information at www.sun.ac.za/pgo/pgskills.
- **Submit your application** via this Google form link:
<https://forms.gle/1nnE9Thn8kqfjqyK6>.
Note that you need a gmail account to complete the Google application form, and to upload your cover letter and CV. If you don't have an account, you must create one to apply.
- **Upload a single PDF file** to the 'Add file' section of the Google form that includes:
 - A **cover letter** (max. 1 page) in English that describes your skills and experience that make you a good candidate for the position.
 - A **concise CV** in English (max. 2 pages), including the names and contact details of at least two work and/or study-related references/referees.
 - **Label your PDF with your surname and name.** For example: Ndlebe_Sindi

The shortlisted applicants will be required to attend an online interview, complete a practical online exercise before the interview, and present the results of the exercise to the interview panel during November 2024 as part of the selection process. An in-person interview may be required before a final offer is made.

Closing date for applications: 04 November 2024 at 12:00

Enquiries: Contact Ms Cristan MacLeod at cristanm@sun.ac.za