



Postgraduate Skills Development Programme Graduate Internship 2023:

Call for Applications

The functions of the Postgraduate Office (PGO) at Stellenbosch University include enrolment advice and support to prospective and continuing postgraduate students, internal and external postgraduate student bursary and funding management and the delivery of a Postgraduate Skills Development Programme for all enrolled postgraduate students.

The PGO invites applications for a **Graduate Internship position in the Postgraduate Skills Development Programme** (PG Skills) from candidates who are interested in acquiring hands on work experience in the fields of higher education student support, research support and administration.

The internship entails client services, administrative work, logistical arrangements and execution of workshops and events, providing technical support during online and in-person workshops, and the designing of social media posts and assisting in the management of the Postgraduate Office social media accounts. The duties are diverse, and some require a reasonable level of fitness and a suitable physical condition in order to carry out certain physical duties when working on Stellenbosch campus.

Graduate internship outcomes:

- to develop a good understanding of the higher education context, in particular higher education 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 the ability to work as a productive and flexible team member within a large office environment (both online and in-person).

Who can apply?

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 apply¹. Please note this position requires the graduate intern to be physically available to come into office daily on Stellenbosch campus.

Requirements:

- Applicants must have completed a postgraduate university degree.
- Applicants must have good administrative, organisational, technical and people skills, i.e.,

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.

- be attentive to detail, be efficient, be organised, and show initiative,
- be an independent self-starter and have the ability to prioritize multiple duties,
- have good communication and interpersonal skills (including very good written and verbal communication skills in English, being helpful and friendly, being client-centred and having a strong professional work ethic),
- have high-level 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 MS Excel and MS Word training workshops on Stellenbosch campus and with online workshop logistics.
- have confidence in presenting postgraduate information sessions online and in-person.

Note: The successful applicant will be required to work indoors and outdoors as required by an event. Applicants must, therefore, 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/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.

The short-listed applicants will be required to attend a virtual interview, complete a practical online exercise before the interview and present the results of the exercise to the interview panel during April 2023 as part of the selection process. An in-person interview may be required before a final offer is made.

Duration:

The internship covers a period of **6 months** (1 May - 30 October 2023). 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

Recommendations:

- Preferably hold a Master's degree.
- 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.
- Know how to use CANVA, to design effective adverts and social media content.
- Know how to use MS Excel functions for data capturing and data management.

Weekly duties:

To assist the Postgraduate Office in the following ways:

- Handle and/or refer enquiries at the PGO on Stellenbosch campus.
- Handle and/or refer telephonic, and email queries from prospective students, current students and their supervisors regarding postgraduate skills development opportunities and resources.
- Present postgraduate orientation sessions to SU departments, online and in-person.

- Create and manage the PG Skills online workshop booking forms and sheets.
- Communicate with workshop participants and presenters.
- Liaise with service providers and other staff members regarding dates, catering (when workshops are in-person) and practical arrangements for the workshops (in-person and online).
- Create workshop attendance lists and feedback forms.
- Manage workshop catering; set-up venues; print and organise handouts and signage, lift and carry food parcels or catering crockery when events are in-person on Stellenbosch campus.
- Register students for online SUNLearn workshop modules and to MS Teams workshop groups.
- Act as technical assistant for PG Skills workshops and events that run throughout the year.
- Capture the workshops feedback forms information and compile basic reports on the feedback data for the PGO line manager(s).
- Ensure that the PG Skills workshop calendar is up to date and do routine website checks.
- Update the PG Skills social media platforms by creating and communicating important information and managing 'followers' on a regular basis.
- Create PowerPoint templates for advertising opportunities on the Krotoa foyer screens.
- Do photocopying (when working on Stellenbosch campus) and any other general tasks required by the environment or as part of the broader Division for Research Development (DRD).

Note: The essential duties of this position are described above. The duties are subject to change at any time. In addition, this document in no way states or implies that these are the only duties to be performed by the successful applicant.

Remuneration:

The monthly salary will fall in the range R13 350 - 14 833 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 two application documents (see details below) via this Google form link [here](#)***
 - 1) An English **cover letter** (max. 1 page) which describes your relevant skills and experience that make you a good candidate for the position.
 - 2) 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.
- Number your documents (1. and 2.); include your surname when naming your documents; indicate "COVER" and "CV" in your document file names, e.g., 1. Khumalo_COVER and 2. Khumalo_CV.

***Note:** You need a **gmail account** to complete the Google application form, and to upload your cover letter and CV. If you do not have an account, you will need to create one to apply.

Closing date for applications: 5 April 2022 at 17:00

Enquiries: Contact Alison Bucholz at alisonb@sun.ac.za or 021 808 4186 during office hours.