



UNIVERSITEIT
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STELLENBOSCH
UNIVERSITY



POSTGRADUATE OFFICE
NAGRAADSE KANTOOR

DIVISION / AFDELING
RESEARCH DEVELOPMENT
NAVORSINGSONTWIKKELING

Postgraduate Skills Development Programme Student Internship 2021:

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 coordination a Postgraduate Skills Development Programme (PG Skills) for all enrolled postgraduate students.

The PGO invites applications for an **internship position** 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 around workshops, events, updating the Postgraduate Skills Development Programme's website and social media accounts for the PGO. The duties are diverse and some require a reasonable level of fitness and a suitable physical condition in order to carry out certain heavy physical duties when working on campus.

This is a wonderful opportunity for Master's and doctoral students who are in need of an extra income. In addition, the internship provides students with invaluable work experience while completing their studies.

Internship outcomes:

- To develop an understanding of the higher education context, in particular higher education student support
- To develop an understanding of research administration and student support; good project management skills
- To develop communication skills appropriate for various levels within the higher education environment
- To develop the ability to work as a productive and flexible team member within a large office environment (both online and face-to-face)

Who can apply?

Unemployed Stellenbosch University Master's and doctoral students, who will be registered at SU during 2021, are eligible to apply. International students may also apply.

Requirements:

Applicants must be SU Master's or doctoral students during 2021.

Applicants must be readily available to work 3 - 4 hours per day (approximately 15 hours a week) and additional hours on event/workshop days. This includes easy access to do online work should the COVID-19 pandemic continue well into 2021.

Applicants must have good administrative, organisational, technical and people skills i.e.

- be attentive to detail, be efficient and organised,
- be an independent self-starter and have the ability to prioritize multiple duties
- have good communication and interpersonal skills (including 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 experience (Outlook, Word, Excel and Teams especially), in order to be able to assist postgraduate students during Excel and Word training workshops on campus as well as to assist with virtual workshop logistics.

The successful applicant may be required to work both indoors and outdoors as required by the 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 campus, have the stamina to manoeuvre between venues, sometimes, walking and/or standing up for lengthy periods on workshop/event days, and so forth. The physical demands described here are representative of those that must be met by the intern to successfully perform the essential functions of this job.

The short listed applicants will be requested to attend a virtual interview and to do a practical online exercise during December 2020 or January 2021 as part of the interview and selection process.

Duration:

The internship covers a period of 10 months (1 February – 30 November 2021). The successful applicant will be required to sign an internship contract for the duration of the internship period.

Work hours:

Approximately 15 hours a week. Flexibility with regard to work hours is essential, especially on days where events/workshops are offered, as the successful applicant will be expected to set up and coordinate the catering, as well as to assist the presenter during some workshops, and to collect the feedback forms, etc. from the workshop venue afterwards

when workshops are taking place on campus. The same flexibility of hours is required when workshops are taking place online. The intern may be required to work up to approximately 5 hours on event days.

Recommendations:

Previous administrative work, events management experience (face-to-face and online) and knowledge of Stellenbosch University's postgraduate mechanisms and support systems.

Weekly duties:

To assist the Postgraduate Office in the following ways

- Refer enquiries from prospective students and from current students and their supervisors – mostly via email or social media
- Handle and/or refer telephonic, walk-in clients (when in office) or online clients' queries
- Handle enquiries from students and their supervisors regarding postgraduate skills development opportunities – mostly via email or social media
- Create and manage the PG Skills online workshop booking forms and sheets
- Communicate with participants and presenters and service providers
- Liaise with service providers and other staff members regarding dates, catering (when events on campus) and practical arrangements for the workshops (both face-to-face and online modes)
- Create workshop attendance lists and feedback forms (when events are on campus)
- Arrange for workshop catering; set-up venues; print and organise hand-outs (lifting and carrying of food parcels or catering crockery is required from time-to-time) when events are on campus
- Capture the information on the workshop feedback forms and file it under event reports; send feedback to supervisors and the workshop presenters via email
- Keep track of catering stock and catering orders (when on campus)
- Act as a technical assistant for four of the workshops that run throughout the year (MS Word for Theses and Dissertations, PowerPoint for Effective Presentations, MS Excel for Data Management, ATLAS.ti for Qualitative Data Analysis)
- Register students for online SUNLearn workshop modules
- Assist with sending out the PG Times monthly newsletter by keeping the mailing list up to date and managing subscribers
- Update the PG Skills social media platforms by communicating important information and managing followers on a regular basis

- Manage a regular virtual writing support group via WhatsApp weekly
- Ensure that the PG Skills Office calendar is kept up to date and do regular routine website upkeep/checks
- Keep the PGO spaces neat and tidy (when working on campus)
- Do photocopying (when working on campus) and any other general tasks required by the environment or as part of the broader Division for Research Development (DRD)

Recommendation:

- Knowledge of how to use ATLAS.ti (to analyse workshop data and to generate reports)

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

Expectations:

The successful applicant must:

- Demonstrate a keen interest in the Postgraduate Office's role and the Postgraduate Skills Development Programme's offering during the duration of their employment as Postgraduate Office intern
- Attend some of the PG Skills workshops and events during the year in order to better understand queries and what is on offer
- Be willing to assist and support the Postgraduate Office where necessary

Remuneration:

The intern will receive a monthly salary at approximately R78 per hour.

How to apply:

There is no application form. To apply, submit the following application documents electronically and in English:

- Cover letter (maximum 1 page) which explains your relevant skills or experience which make you a good candidate for the position
- Concise CV (maximum 2 pages) in which the names and contact details of references are stated

Please email your application to Alison Bucholz at alisonb@sun.ac.za. Use your surname in naming your files and indicate "COVER" and "CV" in the filename, e.g. KHUMALO COVER and KHUMALO CV. Please state the position you are applying for in your cover letter and in the email subject line.

Closing date for applications: 4 December 2020 at 17:00

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