

Centre for Teaching and Learning

Student Assistant: Peer-to-Peer Facilitation of Learning Short Course

This position is available to Stellenbosch University registered students only

Job description

To provide administrative and technical support for the online Peer-to-Peer Facilitation of Learning short course

Requirements:

- 2022 SU registered student who has completed the Peer-to-Peer Facilitation of Learning training course in 2021
- Must not have concurrent appointments
- Registered for a master's or PhD in 2022

Hours of work per week

20 hours

Duties and responsibilities

- Communicating with students, enrolling participants and responding to student queries on SUNLearn and via email
- Providing general support (academic and technical) to students on the Peer-to-Peer Facilitation of Learning short training course
- Organising and storing information in digital format
- Communicating with peer-to-peer coordinators in faculties, and providing support on SUNLearn

Competencies required

- Good interpersonal skills
- Competence in Microsoft Office, Forms, Excel, Outlook and SUNLearn
- Well-developed organisational and administrative skills
- Good time management skills
- The ability to work under pressure
- Attention to detail
- Strong communication skills (verbal and written) in English

To apply, send a one-page CV with at least three contactable references to: sim@sun.ac.za

Only shortlisted candidates will be contacted via email.

Duration of appointment: 1 February 2022 – 31 October 2022

Closing date: 21 December 2021 (*interviews will take place in January 2022*)