



INTERNAL ADVERT INFORMATION AND COMMUNICATION TECHNOLOGY ICT STUDENT ASSISTANT POSTS: 2021

REQUIREMENTS:

- A comprehensive CV.
- Certified Copy of 2021 Student Card.
- Certified ID Copy/Passport.
- 2021 Proof of Registration.
- Academic record and 2020 certified copy of results.
- Computer Literacy Certificate (Will be an Advantage).
- Applicant must have passed all subjects and currently registered for BSc Honours (Computer and Information Technology), Postgraduate studies, Honours or Masters at SMU.
- Not working in other SMU departments.
- Effective communication and interpersonal skills.
- Ability to work efficiently under pressure.

DUTIES:

- The position of the ICT Student Assistant requires the incumbent to lecture Computer Literacy courses.
- Provide support with Blackboard and Turnitin learning management systems, to students and lecturers.
- Assist students in computer laboratories between 7:30 – 24:00.
- Provide technical support with students' desktops and laptops.
- Provide administrative support, including compiling and writing reports.
- Perform any other adhoc duties as given from time to time.

Closing Date: Friday, 31 March 2020 by 16h00.

Typed applications, which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees should be submitted to E-Learning Centre, NSB Building, Room 0039 or CBE, NSB Building. Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-5988/5649/3896.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted after closing date must consider their applications as unsuccessful. The Department reserves the right not to make an appointment.