

## UNIVERSITY OF JOHANNESBURG

**FACULTY/DIVISION:** Library

**DEPARTMENT:** Client Services

**POSITION:** Shelving Assistant: Library Auckland Park, Kingsway Campus

### TEMPORARY POSITION

#### **Job Description:**

To support teaching, learning and research at UJ by making accessible the total information resources of the UJ Library while acting as an intermediary between the Library, the clients and information. The incumbent is responsible for a comprehensive subject information service to diverse clientele (undergraduates, postgraduates, researchers and academics) of the University on all levels.

#### **Responsibilities:**

- Helping with the journal project
- Shelving materials
- Loading materials onto trollies
- Moving trollies full of books
- Changing labels
- Dismantling and re-assembling steel shelves
- Dusting shelves

#### **Minimum Requirements:**

- Grade 12

#### **Competencies and Behavioural Attributes:**

- Collaboration and team- work
- Punctuality
- Good customer service
- Good communication

#### **Recommendations:**

- Previous experience of working in a library or similar
- Understanding of the DDC system

**PERIOD OF EMPLOYMENT:** February 2025

**ENQUIRIES:** Mr Lebogang Hys on [lebogangh@uj.ac.za](mailto:lebogangh@uj.ac.za) or 011 559 3543

**Closing date For Applications: 25 November 2024**