

# STUDENT ASSISTANT POSITIONS AVAILABLE FOR 2024

The Centre for Teaching and Learning  
(CTL) NWU Teaching Awards has 3  
positions available for Honours students  
as Student Assistants for 2024  
One assistant per campus (PC, VC, MC)



## Duties & Responsibilities

- Video recording of lessons presented by lecturers in their classrooms
- Basic editing and filing of these recordings
- Basic care of recording equipment
- Basic administrative duties related to the NWU Teaching Awards for Academics
- Assistance with preparation of venues for face-to-face sessions
- Ad hoc duties as requested by the Awards administrator or coordinator

## Minimum requirements

- Registered Honours student at NWU
- Advanced One Drive and MS Teams use skills
- Basic video recording skills e.g awareness of composition and lighting
- Basic video editing skills are recommended
- Awareness of legislation and policies related to the protection of Information (NWU training will be provided and required)
  - Promotion of Access to Information (PAIA) Act 2 of 2000
  - Protection of Personal Information (POPI) Act 4 of 2013

## Other Requirements

- Trustworthy and responsible
- Good interpersonal and communication skills
- Willingness to learn new software

## Remuneration

Student assistants will be paid per hour for a maximum of 23 hours per month based on NWU Guidelines for Remuneration

Duration of contract: 1 May 2024 to 31 October 2024

Applications should be submitted by 26 April 2024

Online interviews will be conducted in the last week of April 2024

**Please apply\* with your CV, a condensed  
cover letter and current timetable below**

\*note you need to be signed in with your NWU Microsoft 365 account to complete the form

[APPLY HERE](#)