

STUDENT ASSISTANT POSITIONS AVAILABLE FOR 2025



The Centre for Teaching and Learning (CTL) NWU Teaching Awards has 4 positions available for Honours students as Student Assistants for 2025
One assistant per campus (VC, MC)
Two assistants for PC

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 March 2025 to 31 October 2025

Applications should be submitted by 5 February 2025

Online interviews will be conducted in the second week of February 2025

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](#)