



DIRECTORATE OF STUDENT AFFAIRS Looking for Student Assistants

2x Student Assistant: Legal

Student Assistant requirements:

Position requirements are determined as appropriate for the specific assignment and may include, but are not limited to the following:

- A registered student in the School of Law (2022 Academic year);
- Must be in second year of study or above;
- Mature and responsible;
- Administrative and organisation skills;
- Advanced Excel, MS Word and Power Point proficiency;
- Above average verbal and written communication skills;
- Ability to resolve conflict effectively;
- Ability to handle work related stress and work effectively under pressure;
- Ability to work independently and ability to meet strict deadlines;
- Highly motivated and enthusiastic;
- Previous administrative experience would be advantageous;
- Ability to work independently with minimal supervision;
- Novice or intermediate proficiency in social media platforms is a plus;
- Detail-oriented and diligent to follow-up and complete tasks for assigned projects;

Other Personality Attributes & Core Competencies:

- Ability to maintain confidentiality and handle office matters with utmost professionalism;
- Strong interpersonal and communication skills with diplomacy and tact to interact effectively at all levels;
- Above average report writing skills;
- Organizing skills;
- Initiative skills;
- Time Management skills;
- Attention to detail;
- High emotional intelligence (EQ) required;
- Able to function in an unstructured environment;
- Ownership and accountability and decision-making skills;

1x Student Assistant (any field of study)

General Purpose:

The Directorate of Student Affairs is seeking an organised, motivated and outgoing individual to join the Directorate as a Student Assistant. Student Assistants work with a University staff member, performing administrative tasks set out by a staff member or the Directorate.

Student Assistant requirements:

Position requirements are determined as appropriate for the specific assignment and may include, but are not limited to the following:

- A registered student in any Faculty/School (2022 Academic year);
- Must be in second year of study or above;
- Mature and responsible;
- Able to manage stress and remain professional under pressure;
- Previous administrative experience would be advantageous;
- Ability to communicate clearly, effectively and congenially in spoken and written English;
- Ability to work independently with minimal supervision;
- Ability to multi-task and prioritize tasks to meet deadlines;
- Intermediate or advanced proficiency in Microsoft Office;
- Novice or intermediate proficiency in social media platforms is a plus;
- Detail-oriented and diligent to follow-up and complete tasks for assigned projects;
- A positive, pleasant attitude with good problem-solving skills;
- Able to represent the Directorate of Student Affairs Office according to calendar of events.

Closing date: 10 February 2022 – at 10:00 a.m.

Please take note:

- Application should include a CV and a cover letter.
- Clearly indicate which Student Assistant role you are applying for.

Submit your application to:

Ms Angela Naobes

Job Placement, Career & Special Programmes, Directorate of Student Affairs

Email: anaobes@unam.na | Tel: +264 61 206 4995 | If in person, at: M-Block, Office number: M-009, Main Campus