

# UNIVERSITY OF BOTSWANA

## PART-TIME EMPLOYMENT FOR STUDENTS

### Advertisement Form

**Position**

Resident Assistant (UNDERGRADUATE) 26 Posts

**Department**

Student Welfare

**Duration of Job**

2010/2011 Semester One

**Requirements:**

Applicants must (1) be fulltime registered students of the University of Botswana, (ii) have some experience of volunteering inside the University, (ii) have GPA of 3.5 or above. Experience of working within the residence program on Living and Learning Communities (LLC) will be an added advantage. Successful candidates should have good communication skills, interpersonal relations and must be customer oriented.

**Duties:**

The successful candidate will work under the direct supervision of the warden and will carry out the following duties:

- Participation in the registration and residence related programs e.g. LLC
- Reception of students, issuing and collection of keys
- Maintenance of proper and up to date records of room occupancy.
- Responsibility for the good conduct of the students in residence halls.
- Control of the use of rooms and common rooms.
- Proper and adequate process for the clearance of students on departure.
- Work closely with Admin. Assistants in the management of halls of residence.

**Additional Information:**

On-Camp Students can obtain and submit application forms from their respective wardens. Off-Camp students can obtain and submit application forms from the Student Welfare Office Reception.

Applicants must submit full and up to date CV, and at least two recommendations, one of which must be from a UB member of staff. Applications should be addressed to: The Director, Student Welfare, University of Botswana, Private Bag 0022, Gaborone.

**Closing date for receipt of application forms is Friday 12<sup>th</sup> February 2010.**

Please note that correspondence will be entered in to with short listed candidates only.

**Note: Advert to be posted in the web and student email, Check it at (studentnumber@tati.ub.bw)**