



**The Department of Biomedical Sciences, in the Faculty of Science requires the services of STUDENT ASSISTANTS for day classes for the Department of Biomedical Sciences 2026**

### **Critical Performance Areas**

- Assist with Departmental office administration.
- Knowledge of general student information.
- Proactively identify and perform tasks.
- Punctuality, reliability and time management is essential.
- Handle student queries, answer and screen incoming telephone calls.
- Assist with filing, beverage and photostat copy machine paper.
- Assist with general office orders.
- Perform general administration as per instruction by Supervisor and HoD.

### **Minimum Requirements**

- Must be a registered student in 2025 in the Department of Biomedical Sciences.
- Good academic record with a minimum average of 60% in the specified year of study and pass in all subjects.
- Full proficiency in English is a prerequisite.
- Have good interpersonal skills and be willing to work alone and as part of a team.
- Computer literate and access to own computer.
- Available to work a maximum of 16 hours per week during 2025 academic year.

**Department of Biomedical Sciences  
Arcadia campus  
(Ref: 26/N02)**

**Send your CV to: [BiermanF@tut.ac.za](mailto:BiermanF@tut.ac.za)**

**Enquiries: Ms F Bierman Tel: 012 382 6204**

**Include: Copy of your CV, qualification and ID**

**Closing date: 20 January 2026**

If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. The University reserves the right not to make an appointment.

**NUMBER OF HOURS:**

16 hours per week (1 x Department)

16 hours per week (4 x Programmes)

**Campus:** Arcadia

**Subject:** 5 x Student assistants (1 Assistant for Department & 1 assistant for each of the 4 programmes)

Student assistant to assist the programme with general administration and preparations.