



**Department:** Examinations and Graduation Office (EGO)

**Position:** Graduation Usher

**Main Purpose:**

The incumbent will assist EGO staff members with the graduation ceremonies preparations and all the related duties, to ensure that the graduation ceremonies run smoothly.

As an usher, it is expected to fulfill several responsibilities:

- Greet and welcome guests in a friendly and professional manner.
- Seat graduands and guests
- Monitor designated doors and assist with crowd control.
- Ability to communicate at all levels with diplomacy.
- Capable of working under pressure and be prepared to work long hours.
- Ability to stand for long periods of time.
- Be sensitive towards the diverse ethnic groups, people with disabilities and gender diversity of graduands, guests and staff attending or working at the graduation ceremonies.

**Requirements:**

- A Wits registered student for the current academic year.
- Be available from the 26<sup>th</sup> of March – 5<sup>th</sup> April 2024 from 07:00 until 19:00

**Preferences:**

- Neatness
- Punctuality
- Preference will be given to Undergraduate students.

**Note:** Password-protected documents are not allowed. Your application will not be considered if there is missing or inaccessible information.

**CLOSING DATE: 23 February 2024 at 16:30**

**Interviews will take place from the 5<sup>th</sup> - 8<sup>th</sup> March 2024. A compulsory training session will be held on Wednesday, 20<sup>th</sup> March 2024.**

For enquiries relating to this post email EGO at [applications.ego@wits.ac.za](mailto:applications.ego@wits.ac.za). No applications will be accepted via email or by hand submission. Incomplete applications or applications with inaccessible information will not be considered.

*The University retains the right to make an appointment and to verify all information provided by candidates. Please note that correspondence will only be entered into with shortlisted candidates. No candidate may be offered employment at the University without first being interviewed by a duly constituted selection committee.*