

**REQUEST FOR NATIONAL SERVICE PERSONNEL
FOR THE 2022/2023 SERVICE YEAR**

The Office of Students with Special Needs is inviting applications from prospective National Service Personnel to work under the supervision of Resource Persons and the Administrator to provide support for students with various special needs. Applicants with all backgrounds are welcome, however, those with Social Work and Science backgrounds are particularly encouraged to apply.

AN APPLICANT MUST:

- Be willing to learn new skills
- Be compassionate and thoughtful
- Be familiar with basic computer usage
- Be able to complete tasks efficiently and effectively
- Have very good writing skills
- Be a good team player

SCOPE OF WORK:

- Note-taking during lectures
- Scanning and editing documents
- Administrative duties
- Assisting students with various tasks, such as registration, completing forms, etc.
- Providing computer and library assistance to students

Applications should include an NSS PIN and NSS Number and should be sent to the **TWO** email addresses below not later than Tuesday **31st May 2022**:

eemantey@ug.edu.gh

fadika@ug.edu.gh

Shortlisted applicants would be contacted for telephone interviews.

Thank you