



[RnGTraineeship] Teaching Assistant / Apprentice

ID: 55559

Job Description

This position reports to the Training Program Academic Director and Centre Manager and the primary role is to liaise and work with the course instructors on the requirements needed to have the courses delivered via e-learning, and with e-assessment component. The target audience for the courses is to the public. The Teaching Apprentice will also gain administrative & logistical training in coordinating / organising courses.

Responsibilities

To liaise and work with course instructors on the requirements (administrative and logistical requirements) needed to have the courses delivered in 2020, and there's a possibility of working to have course delivered via e-learning, and which fulfil SSG funding requirements.

Requirements

1. Bachelor degree in Social Sciences preferred, particularly Communication and New Media
2. Effective written communication & presentation skills
3. Proficient in technology related to online learning platform
4. Proficient in use of Microsoft applications, such as Excel, Powerpoint, Word etc
5. Basic knowledge of SPSS
6. Good team player, and can work independently where required

Application Details

Interested applicants may provide the following application documents to the Centre for Family and Population **via the [NUS TalentConnect](#)**:

1. Cover letter and Resume
2. Personal particulars form - <http://www.fas.nus.edu.sg/cfpr/joinus/personal-particulars-form-academic-staff.doc>
3. NUS Personal Data Consent for Job applicants - <http://www.nus.edu.sg/careers/files/NUS-Personal-Data-Consent-for-Job-Applicants.pdf>
4. Copies of degree scrolls and transcript of grades

OR

Interested applicants may send the above mentioned list of documents to Centre for Family and Population Research **via email to cfpr@nus.edu.sg**