Call for Applications for Research Assistant (2 positions available)

Research Division, Faculty of Arts and Social Sciences

The NUS Faculty of Arts and Social Sciences is a premier institution that actively builds peaks of excellence through the promotion of ground-breaking, high-impact research in innovative areas of relevance to Singapore and the Asia-Pacific. The Faculty currently hosts five interdisciplinary Research Clusters on Global Urban Studies, Environment, Health, Migration, and Social Science and Policy (SSP). It is also developing a special research focus on issues pertinent to Singapore.

Applications are invited to apply for a full-time position as Research Assistant (RA) for the Research Clusters and Research Division. The appointment will be tenable for a period of up to 2 years at the first instance. Remuneration package is commensurate to qualifications and experience.

Projected date of commencement: As soon as possible.

The RA will assist with the following duties:
- Assist in funding applications, organization of research events and research project management
- Assist in the development and maintenance of the web portal to publicize activities
- Maintain a database and prepare reports on the ongoing progress of activities
- Attend meetings related to the work of the Research Division and produce minutes of meeting
- Provide administrative and event related support to Assistant Manager/Manager
- Other adhoc duties as assigned

Job requirements
The candidate should possess the following:
- A Degree in a humanities or social sciences discipline. Degree holders in Computer Science with an interest in the job description above are also encouraged to apply.
- Research interests in humanities or social sciences
- Excellent written and spoken communication skills
- Strong organizational skills
- Experience in managing budgets is an advantage
- A working knowledge of Microsoft Office programmes and internet management tools
- Prior involvement or interest in any of the following is an advantage:
  - blogging,
  - amateur web designing,
  - newsletter creation and designing,
  - email banner designing

For full consideration, interested parties should send their CVs, along with a cover letter, to Ms Carol Tan at researchclusters@nus.edu.sg by 18 May 2018.

We regret that only shortlisted candidates will be notified (via email).