

# Digital Scholarship & Education Team - Student Assistants

We are seeking self-driven and motivated students for the following positions:

## Student Assistant

### **Description**

1. Copywriter (Please submit portfolio)
2. Designer (Please submit portfolio)

### **Requirements**

#### **1. Copywriter**

- Basic research skills
- Excellent written communication skills
- Attentive to details

#### **2. Designer**

- Proficient in Adobe InDesign, Photoshop, Illustrator etc.
- Excellent graphic layout knowledge and skills
- Attentive to details and strong communication skills

### **Responsibilities**

#### **1. Copywriter**

- Conduct research on assigned topics to develop original content for an e-book
- Summarize key findings and pitch content ideas to the team
- Draft, write, edit, and proofread content related to the e-book
- Any other ad-hoc writing assignments (e.g., for marketing campaigns to promote e-book)

## 2. Designer

- Conceptualize the visual representation of information in e-book format
- Translate ideas into sketches, wireframes, and mock-ups
- Conduct overall visual design of e-book and layout of pages
- Produce visual assets (e.g., graphics and illustrations)
- Any other ad-hoc designing tasks (e.g., promotional materials)

### Working Hours

Depending on class timetable, student assistants may work up to a maximum of 16 hours per week during term time and 44 hours per week during vacation period.

### Payment

- Hourly rate: \$12 per hour
- Payment will be credited via GIRO to your specified bank account on a monthly basis.

### To Apply

Please go to [Work Study Scheme](#) to apply or send your **resume** and **portfolio** to [dst@ntu.edu.sg](mailto:dst@ntu.edu.sg).

Only those shortlisted will be contacted for an interview.