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.

Only those shortlisted will be contacted for an interview.