Institutional Repository Team
- Student Assistants

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

Student Assistants

Responsibilities

- Perform data entry of journal articles in NTU Digital Repository
- Review and correct data entry of student’s papers submitted in NTU Digital Repository
- Perform other Ad-hoc duties as assigned

Requirements

- Attention to detail
- Proficient in excel
- A positive and self-motivated attitude

Working Hours

Student assistants may work up to a maximum of –

- 16 hours per week during term time (ps. you are required to commit at least 8 hours of working per week) OR/AND
- 44 hours per week during vacation period (ps. you are required to commit at least 25 hours of working per week)

Payment

- Hourly rate: $7 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 to spi@ntu.edu.sg.

Only those shortlisted will be contacted for an interview.

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