

Library Planning & Effectiveness - Student Assistants

Library Planning & Effectiveness is seeking self-driven and motivated students for the following position. He/she must be able to work immediately, during vacation, and term time.

Student Assistant

Responsibilities

- Create reports, PowerPoint presentations, infographics, graphs and charts
- Extract and transform data collected into charts infographics
- Conduct literature research and review
- Administrative support
- Identifying trends and extracting information from textual or statistical data

Requirements

- Advanced knowledge in PowerPoint presentation and Excel
- Adobe InDesign and Photoshop
- Background in ADM, Sociology, Psychology, Economics, Mathematics, Statistics is a bonus
- Independent and willing to learn
- Able to start work immediately

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: \$7 per hour
- Payment will be credited via GIRO to your specified bank account on a monthly basis

To Apply

Please send your resume and portfolio to Benedict.yeo@ntu.edu.sg
Please provide your mobile number when applying for this post.

NTU Library

Office of Information, Knowledge and Library Services

Only those shortlisted will be contacted for an interview. Candidates who are hired have a probation period of 6 months.