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

www.ntu.edu.sg/library  NTUsgLibrary  #NTUsgLibrary
Only those shortlisted will be contacted for an interview. Candidates who are hired have a probation period of 6 months.