Planning, Research & Analytics - Student Assistants

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

Student Assistant

Responsibilities

- Conduct literature research and review
- Administrative support
- Extract and transform large data collected into charts or infographics
- Identifying trends and extracting information from textual or statistical data
- Create PowerPoint presentations, infographics, graphs and charts
- Survey coding: Organise open-ended survey responses and categorise them into groups

Requirements

- Background in Sociology, Psychology, Economics, Mathematics, Statistics preferred
- Advanced knowledge in PowerPoint presentation and Excel
- Basic Photoshop skills / Access / Python / R / Qlikview
- Independent and willing to learn

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: S$12.00 per hour
- Payment will be credited via GIRO to your specified bank account on a monthly basis

To Apply

For enquiries and application form, please email benedict.yeo@ntu.edu.sg.

Only shortlisted candidates will be contacted for an interview.