

Open Science & Research Services Team - Student Assistant

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

Student Assistant

Responsibilities

- Perform checks to ensure accuracy of publications in author profiles
- Prepare draft citation reports based on Google Scholar Profile and Web of Science author profile
- Perform any other ad-hoc duties as assigned

Requirements

- Applicants with advanced Excel skills, use of macro and familiarity with Google Scholar and/or Web of Science will have an advantage
- A positive working and learning attitude

Working Hours

Onsite (i.e. LWN Library, level 5 Office) on weekdays during office hours (i.e. 8.30 am to 5.30 pm, Monday to Fri).

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: \$10.00 per hour
- Payment will be credited via GIRO to your specified bank account on a monthly basis

To Apply

Please send your resume (including your email and mobile number) to osr@ntu.edu.sg.

Only those shortlisted will be contacted for an interview.

Candidate is expected to start work on 02 Jan 2024.

Candidate who is hired will undergo a probation period of 1 month.