

Research Assistant (Visual Communication)
Nanyang Technological University

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Posted Jul. 18, 2024, set to expire May 6, 2025

Job Title	Research Assistant (Visual Communication)
Department	School of Art, Design, and Media
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Jul. 18, 2024
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Communication
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Job Description

The School of Art, Design, and Media (ADM) at NTU seeks a Research Assistant for a Design Thinking Research Project. This role involves developing and executing digital and print-based visual communication strategies, including web design and social media content creation, while handling administrative tasks such as logistics, record-keeping, and report writing. The position emphasizes creativity, responsibility, and the ability to work independently in a dynamic environment.

Key Responsibilities

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Facilitating the day-to-day operations of research projects

- Maintaining accurate records and safeguarding the confidentiality of subjects, as necessary
- Performing data pre-processing and analysis
- Managing and maintaining project records
- Assisting in the preparation and writing of progress reports, presentations, abstracts, manuscripts and publications, including outputs aimed at the general public.
- Creating visual materials both print based and digital for public communications.
- Web design creation and maintenance of existing WIX sites
- Social media/online content creation and management
- Performing other ad hoc administrative duties to support the research projects

Job Requirements

- At least a Bachelor's degree
- A friendly manner, excellent communication (verbal & written English) and interpersonal skills
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High degree of responsibility and maturity

- Ability to work independently
- Flexibility in responding to fluid situations
- A high degree of competence in Relevant Software Tools (Adobe Creative Suite/Microsoft office)
- Ability to use WIX and FIGMA or similar web design tools
- Familiarity with project management software or willingness to learn.
- Task-orientation, excellent organizational skills, attention to details and accuracy
- Experience in the field of graphic design and a strong understanding of graphic design principles is a must

We regret that only shortlisted candidates will be notified.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore



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