Position: Project Officer/Research Associate  
Company: Nanyang Business School  

The Project Officer/Research Associate will be part of a dynamic team of researchers conducting research on Leadership and Cultural Intelligence.

Job duties include:

1. Designing and managing data-collection, including set-up and administration/coordination of surveys and field interviews,
2. Collating quantitative and qualitative survey data and managing the database,
3. Conducting literature review and data analyses,
4. Writing reports and papers

Requirements:

- Good computing skills, especially in the use of generic IT-related applications such as Microsoft Office applications (e.g. Excel macros) and other application software.
- Detail-oriented, meticulous and able to work independently under time pressure.
- Ability to work in a fast paced environment and to manage multiple tasks successfully.
- Proficiency in the use of statistical packages such as SPSS will be an advantage.
- Has good communication and interpersonal skills.
- Has a good command of written and spoken English.

Application:

To apply, please submit your detailed resume to NBS Alumni Affairs at nbsalumnioffice@ntu.edu.sg

Only shortlisted applicants will be notified.