

Project Officer (Psychology/Business/Sociology/Public Policy)

Nanyang Technological University

Direct Link: <https://www.AcademicKeys.com/r?job=247848>

Downloaded On: Oct. 31, 2024 8:15am

Posted Oct. 30, 2024, set to expire May 6, 2025

Job Title	Project Officer (Psychology/Business/Sociology/Public Policy)
Department	Nanyang Business School
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Oct. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Professional Staff
Academic Field(s)	Business - General
Job Website	https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Project-Officer--Psychology-Business-Sociology-Public-Policy-_R00018888-1

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Job Description

Nanyang Business School (NBS) provides a vibrant intellectual environment that fosters world-class innovative, cutting-edge research.

This Project Officer position is based in the the Leadership, Management, and Organization Division in the Nanyang Business School, Nanyang Technological University. The division includes scholars who conduct world-class research on organisational behaviour, culture and cultural intelligence, leadership, human resource management, and communication management.

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The Project Officer will be working closely with Asst Prof Chong Sin Hui on research related to work-life management, career management, life-long and life-wide learning, and mid-career transitions.

The completion of these tasks will contribute to the timely collection of high-quality data to advance knowledge of how to support mid-career learning and optimize work-life management among Singaporeans.

Key Responsibilities:

- Completing research administrative tasks such as IRB application, participant management, scheduling of data collections, participant payments, website management, references and citations management, etc
- Assisting in research development and design
- Conducting focus group discussions with selected samples
- Transcribing, coding and analysing focus group discussions on work-life management, life-long and life-wide learning, and career management
- Designing and creating surveys on online survey platforms such as Qualtrics
- Managing data and assist with statistical analyses
- Collaborating effectively with Asst Prof Chong and other research team members consisting of faculty, PhD and undergraduate students

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Job Requirements:

- Bachelor's Degree in Psychology, Business, Sociology, or Public Policy
- Excellent oral and written communication skills in English are essential to conduct research
- Basic knowledge of or prior experience with qualitative research (e.g., what it is, how it is conducted and analyzed, etc.)
- Working knowledge of research softwares or websites such as SPSS, Excel, Qualtrics, and Endnote
- Interest in organizational behavior or organizational psychology research on work-life management, career management, life-long and life-wide learning, and workforce reentry
- Ability to communicate with participants professionally to facilitate focus group discussions
- Familiarity with Singapore's workforce skill development landscape, such as having basic knowledge of schemes like SkillsFuture, etc
- Willingness to learn research statistical and analytical skills on the job

This position would be especially relevant and developmental for individuals who are interested in pursuing a postgraduate research degree in Business or Social Sciences in future, as you will receive the opportunities to acquire research skills on the job.

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Interested applicants are invited to submit a cover letter, full CV and names and contact details of three referees in one document. Enquiries about this position can be made to Asst Prof Chong Sin Hui (sinhui.chong@ntu.edu.sg). Review of applications will begin on 1 Nov 2024.

We regret to inform 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

Nanyang Business School
Nanyang Technological University
Singapore