

Research Assistant (Visual Communication)  
Nanyang Technological University

Direct Link: <https://www.AcademicKeys.com/r?job=241709>

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

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| <b>Job Title</b>            | Research Assistant (Visual Communication)   |
| <b>Department</b>           | School of Art, Design, and Media  |
| <b>Institution</b>          | Nanyang Technological University<br>Singapore, , Singapore  |
| <b>Date Posted</b>          | Jul. 18, 2024   |
| <b>Application Deadline</b> | Open untill filled  |
| <b>Position Start Date</b>  | Available Immediately   |
| <b>Job Categories</b>       | Research Scientist/Associate  |
| <b>Academic Field(s)</b>    | Communications/Information Systems<br>Design - Graphic Design/Illustration  |
| <b>Apply Online Here</b>    | <a href="https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Research-Assistant--Visual-Communication-_R00017790">https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Research-Assistant--Visual-Communication-_R00017790</a> |

**Apply By Email**

**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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