Yale-NUS College Student Associate Program

Currently Available Student Associate Positions

*Updated as of 11/08/2014*

- Student Associate – Office of Admissions and Financial Aid
- Student Associate – Social Sciences (Psychology)
- Student Associate – Social Sciences (Neuroscience and Neurobiology)
- Student Associate – Composer’s Assistant
- Student Associate – Urban Studies
- Student Associate – Writers’ Centre (Conference and Event Planning)
- Student Associate – IT Services
- Student Associate – ERT (Web Development)
- Student Associate – ERT (Media Services)

Please see below for detailed position descriptions.
Yale-NUS College Student Associate Program

Position Title: Student Associate – Office of Admissions and Financial Aid

Number of Hours per Week: Varied, based on project need

Appointment Duration: August 2014 – May 2015

Supervisor: Jasmine Seah

Responsibilities
All Student Associates with the Office of Admissions & Financial Aid can look forward to a hands-on, engaged experience working with Admissions counsellors. The duties include:

- **Meeting prospective students**, their families and guests of the college. This includes giving campus tours and sharing your experiences as a student.
- **Engaging** members of the public and prospective students at admissions events like Open House, Tea Sessions and School Visits.
- **Supporting the planning and execution** of events like Experience Yale-NUS Weekend, and other events targeted at admitted students.
- **Keeping Yale-NUS active on social media** by generating interesting content to engage prospective students.
- A range of **office duties** like responding to email enquiries, basic administrative work.
- Applicants may indicate a preference for the aspect of work they would most enjoy (Social Media/Outreach/Experience Yale-NUS Weekend) but should expect to participate and share in all responsibilities. *(See Annex A on the next page for these descriptors)*

Requirements
- Open-mindedness and willingness to engage prospective students and stakeholders to share about Yale-NUS.
- Personable, enjoys meeting new people and can communicate confidently.
- Responsible, good time management skills, enjoys working with deadlines.
- Detail-oriented individuals who have experience working with logistics are welcome.
- Freshmen and Sophomores are welcome.

How to Apply: Please complete the online application form found [here](#). In your application, please indicate your preference for the type of work you like and complete the ‘Challenge’ that will be emailed to you once you submit your application. All responses should be submitted to jasmine.seah@yale-nus.edu.sg or in person within 3 days, or at your interview, whichever is sooner.
Annex A – Core Job Aspects

1) Social Media

Want to tell the world about Yale-NUS? Work on communications and social media to help us connect with students, parents, and stakeholders through Facebook, email, and compelling web content. You and two-three fellow Ambassadors will develop and execute a rich and colorful Facebook and social media outreach plan whereby we post content to the public FB page once or twice daily, draft emails to high-achieving students, and create arresting web content by producing and arranging photos, recordings, and transcriptions of the academic and residential/extracurricular experiences that make Yale-NUS awesome.

2) Outreach

We love events, events, and more events! Connect with prospective students based in Singapore through Yale-NUS Open Houses, tea sessions, school fairs, and more. In this role, you will learn the basics and specifics of event management and lead other Student Associates in planning and carrying out a variety of Admissions events here in Singapore. Your duties will range from the fairly routine (preparing goodie bags) to the fairly glamorous (representing Yale-NUS on a student panel). You should love meeting people and being organized!

3) Experience Yale-NUS Weekend

Help to plan and execute Experience Yale-NUS Weekend – a key event for admitted students to get a taste of the academic and co-curricular opportunities at Yale-NUS. Expect to be involved in all aspects of the event, from coordinating flight schedules, scouting venues, putting together the reading material to meeting-&-greeting at the airport. It usually takes two months to plan and execute an Experience Yale-NUS Weekend, so expect work for EYW to be fairly intense. You should enjoy meeting new people (especially potential classmates!), enjoy logistics, be resourceful (summoning bus drivers, battling the elements) and have good time management skills.
**Yale-NUS College Student Associate Program**

**Position Title:** Student Associate – Social Sciences (Psychology)

**Number of Hours per Week:** 5

**Appointment Duration:** August 2014 – May 2015

**Supervisor:** Prof. Christopher Asplund

**Responsibilities:**

1. Assist computer-based psychology investigations of visual perception, attention, working memory, and multi-tasking by providing support in the following ways:
   - Recruit participants for experiments
   - Schedule testing sessions
   - Explain experimental procedures
   - Keep detailed records of the testing process.

2. For students with special interests, opportunities may include one or more of the following: designing, coding, analyzing, and/or writing up own experiments, with some employing advanced techniques such as neuroimaging and computational models.

**Requirements:**

1. Be reliable, with a friendly and professional disposition.

2. Students who are curious about how people perceive and act in the world are encouraged to apply.

**How to Apply:** Please send an email to cipe@yale-nus.edu.sg expressing your interest for the position.
**Yale-NUS College Student Associate Program**

**Position Title:** Student Research Assistant – Social Sciences (Neuroscience and Neurobiology)

**Number of Hours per Week:** 10 (flexible)

**Duration of Appointment:** 18 August 2014 – 9 May 2015

**Supervisor:** Dr. Jean Liu

**Responsibilities:** Lab projects include: exploring the neurobiological bases of love, looking at how anxiety may relate to gut bacteria, looking at datasets in child and clinical psychology, promoting sleep by emphasising beauty, applying psychology to community projects, and starting a Singapore Chapter of the Society for Social Neuroscience.

Research assistants will assist with:

- Literature reviews;
- Writing of experimental protocols (e.g., ethics or grant applications, SOPs);
- Preparation of experimental stimuli;
- Data collection;
- Statistical analyses;
- Publication, and/or
- Lab administration.

**Requirements:** Student research assistants should have an interest in psychology and be conscientious. Statistical knowledge, programming, good writing skills, and expertise in graphic design or social media will be looked upon favourably.

**How to Apply:** Please send an email to cipe@yale-nus.edu.sg stating: (1) which aspects of the lab’s work you may be interested in, and (2) sharing any relevant experience you have.
Position Title: Student Associate – Composer’s Assistant

Number of Hours per Week: 4 (flexible, based on project need)

Duration of Appointment: August 2014 – May 2015

Supervisor: Prof. Jason Rosenberg

Responsibilities: Support faculty’s musical composition work. Responsibilities will include:
- Engrave music into Finale notation software;
- Part preparation: separate full scores into individual parts using Finale;
- Assist in the preparation of musical material;
- General administrative duties;
- Any other duties as assigned.

Requirements: The candidate must be a musician. Proficiency in Finale software is ideal, but it can also be mastered on the job. A genuine interest in supporting composition work is a huge plus.

Additional Information: This position is an ideal opportunity to learn the ins and outs of professional musical composition.

How to Apply: Please email cipe@yale-nus.edu.sg with 1-2 paragraphs explaining why you are interested in this position, and any relevant experience that you may have.

Application Closing Date: September 1, 2014
Yale-NUS College Student Associate Program

Position Title: Student Research Assistant: Urban Studies

Number of positions available: 1-2

Number of Hours per Week: 6-10 hours per week, as agreed.

Duration of Appointment: August 2014-May 2015

Supervisor: Professor Jane M Jacobs

Responsibilities: The SRA(s) will support Prof. Jacobs’ research on Asian urbanisms. Responsibilities will be varied and could cover the full range of tasks associated with research and publication. The student(s) will support several linked projects: (1) Architecture & Geography, (2) The Asian Urbanism Project, and on occasions, (3) Reports on the Yale-NUS Higher Education Model.

Tasks may include: attending regular research briefing meetings, preparation of research reports, transcribing of recorded interviews (in English, Mandarin and if possible, Hokkien); overseeing the digitization of a tape-based archive on high-rise housing in Singapore (the work itself will be done by professionals); conduct library, archival and web-based searches to produce annotated bibliographies on specified topics; scanning resources; accessing digital data-bases (e.g. Census); style formatting of manuscript bibliography ready for publication; assisting in the organization of research related events (workshops); assisting in data collection (interviews and photographic/digital video); website content development and management.

Requirements: The successful applicant/s should be organised and reliable, and committed to clear communication (verbal and written). The work includes processing and handling of digital visual materials (d-video and photograph) and so familiarity with – or willingness to master – iMovie and Adobe Photoshop is desirable.

Knowledge of Mandarin and Hokkien is desirable but not necessary. If you do not speak these languages, you are still encouraged to apply.

The positions are suitable for students in the social sciences or humanities who are interested in the city.

Additional Information: In this role, you will learn a range of skills relevant to research: from design, to primary and secondary data collection methods, data management and analysis, and preparation of publication-ready manuscripts.

Transferrable skills you will learn include: Transcribing; Photoshop and iMovie processing and postproduction; data archiving and storage systems; library searching; production of annotated bibliographies; web development and management; manuscript style editing.

Specialist skills you will learn include: Knowledge of Asian urban processes and conditions; knowledge of Singapore housing and other infrastructure systems.

How to Apply: Please submit 1-2 paragraphs explaining your interest in the position and any relevant experience you may have, plus optional supporting documents to cipe@yale-nus.edu.sg.

Application Closing Date: The positions are available immediately and will be filled on a rolling basis until August 30.
Yale-NUS College Student Associate Program

Position Title: Student Associate – Writers’ Centre (Conference and Event Planning)

Number of Hours per Week: 5-6. Hours will vary during the conference planning trip (see below)

Duration of Appointment: September 2014 – May 2015

Supervisor: Prof. Robin Hemley/ Heidi Stalla

Responsibilities: Support on- and off-campus events relating to the Yale-NUS Writers’ Centre. Responsibilities will include:
- Organizing the NonfictionNOW 2015 writing conference at Northern Arizona University in Flagstaff, Arizona.
   - Travel to Arizona in September 2014 to launch the conference planning.
   - Work with conference organizers to create the conference schedule.
   - Liaise with conference attendees to plan workshops, panels and lectures.
- Support the planning and logistics of the Writers’ Centre on-campus events during the semester.

Requirements: The student should be organized, dependable and independent. An interest in writing is a plus, but not required.

Additional Information: This position is an ideal opportunity to learn the ins and outs of organizing a conference and connect with prominent writers across the US and the globe. In addition, it will enable you to make a strong contribution to writing communities on campus by organizing various events.

How to Apply: Please email cipe@yale-nus.edu.sg with 1-2 paragraphs explaining why you are interested in this position, and any relevant experience you may have.

Application Closing Date: September 1, 2014
Position Title: Student Associate – IT Services

Number of Hours per Week: 5-10

Duration of Appointment: August/September 2014 – May 2015

Supervisor: Shawn Yasith

Responsibilities: Assist the IT Services team in a range of activities, which may include:
   1. Assist with IT setup at Yale-NUS events – speaker series, workshops, etc.
   2. Assist with IT documentation;
   3. Provide user training on the use of College IT/AV equipment;
   4. Any other duties as assigned.

Requirements: Strong customer service, communication, and writing skills.

How to Apply: Please send an email to cipe@yale-nus.edu.sg to apply, including 1-2 paragraphs that explain your interest in this position and any relevant experience.
Yale-NUS College Student Associate Program

Position Title: Student Associate – Educational Resources and Technology (Web Development)

Number of Hours per Week: 5-10

Duration of Appointment: August 2014 – May 2015

Supervisor: Ken Panko

Responsibilities: Assist the ERT team in a range of activities, which may include:
   1. Work with IT staff and other campus partners to produce websites for the College.
   2. Create web templates for Yale-NUS-wide online platforms.
   3. If there is interest, the student would be able to assist with back-end development and support of existing and future Yale-NUS online systems.
   4. Any other duties as assigned.

Requirements:
   1. Knowledge of WordPress CMS and, ideally, familiarity with other CMS like Joomla and Drupal.
   2. Knowledge of HTML5, CSS3 and/or JavaScript.

Additional Information: In this position, you will gain unique experience in setting up online systems from scratch.

How to Apply: Please send an email to cipe@yale-nus.edu.sg to apply, including 1-2 paragraphs on your interest and any relevant experience. You are welcome to include a portfolio if available.
Position Title: Student Associate – Educational Resources and Technology (Media Services)

Number of Hours per Week: 5-10

Duration of Appointment: August 2014 – May 2015

Supervisor: Wai Keong Mak

Responsibilities: Assist the ERT Media Services team in a range of activities, which may include:
   1. Recording Yale-NUS events – speaker series, workshops, etc.
   2. Editing recordings and performing other post-production tasks.
   3. Supporting the Media Equipment Checkout service by taking care of the equipment, creating user documentation, and providing training and advice on using the equipment.
   4. Any other duties as assigned.

Requirements:
   1. Experience creating digital video and audio productions.
   2. Strong customer service, communication, and writing skills.

Additional Information: In this position, you will have the opportunity to capture and share many of the exciting events that happen at the College. You will also play a key part in helping your fellow students explore the creative possibilities of digital media.

How to Apply: Please send an email to cipe@yale-nus.edu.sg to apply, including 1-2 paragraphs on your interest and any relevant experience. You are welcome to include a portfolio if available.