

SGUnited Traineeship Sample Job Description

- Job Title:** NGS Outreach and Admissions Trainee
- Job Description:** This is a position for highly creative and motivated fresh graduate(s) (BSc) who are passionate about making a difference in the graduate educational landscape through employing technology to reach out and identify the best in the world for NUS premier graduate program. This position reports to NGS Deputy Executive Director (Outreach and Admissions) and interfaces with NGS Deanery, managers and other administrative staff at NGS. The NUS Graduate School for Integrative Sciences and Engineering (NGS) is committed to an employee-orientated, high performance culture that emphasises empowerment, quality, continuous improvement, and the on-going development of a superior workplace
- The trainees will gain exposure to the following functional areas:**
- Strategies for Outreach, Recruitment and Admissions
 - Outreach Video Development
 - Outreach Webinar Development
- Specific Responsibilities:**
1. Develop online Outreach, Recruitment and Admissions
 2. Develop Outreach Videos
 3. Develop Webinar
- Competencies trainee will learn during SGUnited Traineeship Programme:**
1. Strategic planning, including developing goals, objectives and processes
 2. Engaging various stakeholders (e.g NGS Deanery, faculty, administrators, potential applicants, etc) professionally
 3. Strategies for Outreach, Recruitment and Admission as well as database management and record keeping
 4. Outreach Videography
 5. Outreach Webinar development
- Qualifications:**
1. Bachelor's Degree, preferably with one / more of the following traits
 - a. Artistically Inclined
 - b. Experience in Video / Webinar Development
 - c. Social Media Savvy with online presence
 - d. Some computer programming / web design skills
 - e. Effective communication skills

Interested applicants please send CVs and other relevant documents to A/Prof Caroline Lee at ngsdeanery@nus.edu.sg