

SGUnited Traineeship Sample Job Description

- Job Title:** Website Development and Analytics Trainee(s)
- Job Description:** 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:**
- Interactive Website Development incorporating Data Analytics to evaluate Outreach Efforts
 - Development of Interactive Virtual Open House
 - Data analytics to evaluate Outreach and Admissions efforts
- Specific Responsibilities:**
1. Development of interactive website incorporating questionnaire and data analytics
 2. Design and development of an interactive Virtual Open House to attract potential applicants to NUS Graduate School
 3. Outreach Data analyses and Evaluation
- Competencies trainee will learn during SGUnited Traineeship Programme:**
1. Active participation in strategic planning process, including developing goals, objectives and processes
 2. How to engage stakeholders professionally
 3. Gain experience with strategies for Outreach and Recruitment
 4. Website Development and Data Analytics
- Qualifications:**
1. Bachelors / Masters Degree with strong background in the following
 - a. Website Development and Design
 - b. Big data management and analysis
 - c. Computer programming (e.g. PHP coding)
 - d. Preferably statistics

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