

Centre Manager/Research Associate (Social Sciences)
Nanyang Technological University

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Posted Nov. 5, 2024, set to expire May 6, 2025

Job Title	Centre Manager/Research Associate (Social Sciences)
Department	School of Social Sciences
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Nov. 5, 2024
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Social Sciences - General
Job Website	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Centre-Manager-Research-Associate--Social-Sciences-_R00018969
Apply Online Here	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Centre-Manager-Research-Associate--Social-Sciences-_R00018969
Apply By Email	
Job Description	

The Centre for the Study of Social Inequality (CSSI) is a research centre housed within the School of Social Sciences at Nanyang Technological University. As the first research centre in Singapore devoted to the study of inequality, CSSI aims to:

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Promote multidisciplinary understanding of inequality—its forms, mechanisms of reproduction, effects on various groups in the community, and potential solutions;

- Nurture the pursuit of public social science—shaped by concerns of a broader public outside of academia, oriented to both critical analyses and creative solutions-thinking, with knowledge made accessible to members of the public.

The Centre Manager / Research Associate will support the Director (Associate Professor Teo You Yenn) and Deputy Director (Assistant Professor Shannon Ang) in all areas of CSSI's work, which includes both research and administrative duties. Roles and responsibilities include:

Key Responsibilities:

- Engage in and facilitate the conduct of academic activities (e.g., organize workshops and conferences, prepare manuscripts/reports)
- Ensure smooth running of the Centre and its activities (e.g., maintain website and social media accounts, craft communications materials)
- Communicate with local and international collaborators
- Perform other general research and administrative duties where required (e.g., IRB protocol, data requests)

Job Requirements:

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A Master's degree or Bachelor's degree, preferably in the social sciences

- Some experience with administrative duties such as procurement, running events, etc.
- Some experience with maintaining social media accounts for institutional entities
- Good verbal and written communication

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