

Research Assistant / Project Officer
(Psychology/Counselling/Social Work/Health Science)
Nanyang Technological University

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Posted Jan. 14, 2025, set to expire May 15, 2025

Job Title	Research Assistant / Project Officer (Psychology/Counselling/Social Work/Health Science)
Department	School of Social Sciences
Institution	Nanyang Technological University Singapore, , Singapore
Date Posted	Jan. 14, 2025
Application Deadline	Open untill filled
Position Start Date	Available Immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Social Work Psychology - General
Apply Online Here	https://ntu.wd3.myworkdayjobs.com/Careers/job/NTU-Main-Campus-Singapore/Research-Assistant---Project-Officer--Psychology-Counselling-Social-Work-Health-Science-_R00019525
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Job Description	

Research Assistant/Project Officer position is available immediately. The successful applicant will join an expanding team to work on projects in the field of Psychosocial support for familial caregivers. The applicant will be working in the research lab "[Action Research for Community Health \(ARCH\)](#)", and the primary study involves an intervention study that develops and test the efficacy of a novel culinary programme to support familial caregivers of individuals with cancer. The successful candidate is expected to work closely with professionals in the field of medicine, cancer care, nutrition, as well as

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with clinical population groups.

Research Assistant/Project Officer is expected to plan, organize and implement research projects, in collaboration with principal investigators. The specific roles include project coordination, liaison with community collaborators, literature review, supporting data collection and research implementation, data transcription and data analysis, compile findings and drafting of research reports, as well as co-author academic journal publications with project principal investigators.

Key Responsibilities:

Coordination and Implementation

- Coordinate programme logistics, including scheduling coaching sessions, ensuring smooth and efficient operations, acting as key liaison with institutional and external collaborators
- Facilitate the recruitment and enrollment of eligible caregivers into the programme
- Provide ongoing support and information to program participants
- Coordinate equipment and access to facilities among researchers within the lab

Documentation and Reporting

- Maintain accurate and detailed records of programme activities and progress towards program goals
- Prepare regular progress reports and presentations for stakeholders and funding partners
- Ad-hoc research project administrative support

Monitoring and Evaluation

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- Implement data collection to assess the impact and effectiveness of the program on participants' psychosocial well-being and overall quality of life
- Organize, manage and analyze collected data
- Engage in data transcription
- Contribute to the writing of research reports, inclusive of literature review and journal publications

Job Requirements:

- Possesses a Bachelor's Degree in psychology, counselling, social work, health science or related fields from a reputable university
- Must be fluent in Spoken and Written English - essential for data analysis and communication with stakeholders
- Demonstrate excellent inter-personal communication skills
- Keen interest in quantitative, qualitative, and mixed methods research
- Competent in MS Office, NVivo, SPSS and Qualtrics
- A team player with the ability to work independently in a multi-cultural environment
- One-Year contact with the possibility of additional 6 months renewal

We regret to inform that only shortlisted candidates will be notified.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore