

Recruitment Request Form

Research Appointments

1	Position (Job Title): Research Assistant (Database Coordinator)
2	Period of Appointment: 1 January 2022 – 1 August 2023
3	Name of Requester: Anthony Medrano
4	<p>Job Description & Requirements:</p> <p>Yale-NUS College invites applications for a full-time position of Research Assistant (Database Coordinator). This position will run until August 2023, and the successful applicant is expected to commence duties as soon as possible.</p> <p>This position is connected to a research project titled, “Linking the Digital Humanities to Biodiversity History in Singapore and Southeast Asia”. This project looks at the arrival, spread, and establishment of alien species in Singapore and the region. One of the deliverables of the project will be an interactive map that draws on alien species data to show historical changes in the biodiversity of Singapore and Southeast Asia over time and space.</p> <p>The project is funded through a large grant awarded by the Social Science Research Council (SSRC). The Principal Investigator for this project is Assistant Professor Anthony Medrano (Yale-NUS College). The project’s Co-Principal Investigators include: Associate Professor Darren Yeo (Lee Kong Chian Natural History Museum), Ms. Lily Chen (Singapore Botanic Gardens), and Ms. Lee Cheng Ean (NUS Libraries), and Dr. Stefan Huebner (Asia Research Institute).</p> <p>Scope and responsibilities</p> <p>The Research Assistant (RA) is to assist the research team with database management. The RA will acquire professional skills in database management, supervising both the expansion of our naturalized species database and the data collection of student researchers as well as engaging in quality control and use of the data for GIS building. The RA will also work closely with librarians at the Central Library to digitalize historical records relevant to the project. There will be opportunities to be involved in empirical research and/or data analyses that are central to the project, in collaboration with the rest of the SSRTG team.</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Applicants are expected to hold at least a Second Class Honours (Upper Division) or an equivalent honours degree, or a Master’s degree. • A degree in sciences is ideal but not required. <p>Competencies</p> <ul style="list-style-type: none"> • Organized and detail-oriented • Basic computer knowledge and core Microsoft Office, Google Drive, Google Docs, and related skills • Good managerial skills for keeping student researchers focused, accountable, and on-track with deadlines • Able to work independently and collaborate with others

- Experience in conducting independent research and skills in qualitative research and analyses.
- Knowledge of and/or willingness to learn about and work with researchers using quantitative methods and Geographic Information Science (GIS) techniques
- Excellent organization and interpersonal skills
- Experience in large database management will be an advantage
- Excellent writing and strong communication skills in English, including an ability to present research in both academic and non-academic venues
- Curiosity and passion to explore new concepts, methods and technologies, and capable of identifying and quickly learning the most suitable tools for the research
- A good team player with the ability to multitask effectively

More Information

Informal enquiries may be made to Assistant Professor Anthony Medrano (anthony.medrano@yale-nus.edu.sg) or Ms. Elysia Toh (elysiatxp@nus.edu.sg).

Please include a cover letter, full CV and 2 letters of recommendation in your application. Only shortlisted applicants will be notified.