SGUnited Traineeship Sample Job Description

Job Title: NGS Data Analytics Trainee(s)

Job Description: This is a position for highly independent and motivated fresh graduate(s) who are passionate about making a difference in the graduate educational landscape, through leveraging on cutting-edge data analytics technology to identify the ‘right-fit’ applicants who are likely to benefit and thrive within the NGS’s integrative 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:

- Data analytics to evaluate Outreach and Admissions efforts
- Data Analytics to evaluate quality / success of students graduating from the NGS Program

Specific Responsibilities:

1. Outreach, Admissions and NGS program Data analyses and Evaluation
   a. Integrate current diverse/scattered data sources of applicants, NGS students and NGS alumni
   b. Design and develop better and integrated databases
   c. Acquire additional pertinent data from potential applicants, NGS students, alumni and faculty
   d. Develop actionable ‘predictive’ and ‘prescriptive’ algorithms to facilitate the following:
      i. Outreach: Attract the ‘world’s best’ for the NGS program
      ii. Admissions: Identify ‘winners’ and ‘best fit’ applicants who will benefit and blossom in our program
      iii. Graduate Program: offer appropriate and timely guidance and support for NGS students throughout their PhD journey

Updated: 5 April 2020
Competencies the trainee will learn during SGUnited Traineeship Programme:

1. Strategic planning, including developing goals, objectives and processes
2. How to engage various stakeholders professionally
3. Strategies for Outreach, Recruitment and Admission as well as database management and analyses
4. Data Analytics
5. Algorithm Development

Qualifications:

1. Bachelors Degree with strong background in the following
   a. Big data management and analysis
   b. Computer programming / algorithm development
   c. Preferably statistics

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