

Research Assistant (Materials & Biomedical Engineering)
Nanyang Technological University

Direct Link: <https://www.AcademicKeys.com/r?job=233578>

Downloaded On: Jul. 3, 2024 3:28am

Posted Mar. 28, 2024, set to expire Jul. 27, 2024

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| Job Title | Research Assistant (Materials & Biomedical Engineering) |
| Department | School of Chemistry, Chemical Engineering and Biotechnology (CCEB) |
| Institution | Nanyang Technological University Singapore, , Singapore |
| Date Posted | Mar. 28, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available Immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Chemical/Petroleum |
| Job Website | https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Research-Assistant--Materials---Biomedical-Engineering-_R00016637 |
| Apply Online Here | https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Research-Assistant--Materials---Biomedical-Engineering-_R00016637 |
| Apply By Email | |
| Job Description | |

The School of Chemistry, Chemical Engineering and Biotechnology (CCEB) invites applications for the position of Research Assistant.

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Join our dynamic community at NTU's School of Chemistry, Chemical Engineering, and Biotechnology (CCEB), founded in August 2022 to lead interdisciplinary education and research. Our mission is clear: to equip graduates with the skills to address real-world challenges in manufacturing, healthcare, and energy. From cutting-edge lab sessions to innovative research projects, we foster a thriving learning environment. Join us as we enhance bioengineering and chemical engineering programs to shape the future of these crucial fields.

The role involves spearheading the revamp of lab modules in CCEB programs, focusing on chemical engineering and bioengineering. By improving these core components of our curriculum, the successful candidate will ensure our students receive cutting-edge education aligned with industry demands.

Key Responsibilities:

- Purchasing Support and Inventory Management:
 - Serve as the liaison between the group and vendors, as well as the school finance department, for lab material and equipment purchasing.
 - Coordinate with vendors to ensure timely delivery of materials and equipment.
 - Document all transactions related to purchasing and maintain accurate inventory records.
- Support Grant Management, Group Accounting Practices, and Event Coordination:
 - Assist in managing grants by providing administrative support as needed.
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Maintain group accounting practices, including tracking expenses and reconciling accounts.

- Coordinate events related to lab activities, including scheduling and logistics.

- Prepare Task Reports:

- Compile and prepare task reports as requested by supervisors or project stakeholders.

- Draft Lab Video Scripts:

- Develop scripts for lab instructional videos, ensuring clarity and accuracy in conveying concepts and procedures.

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Job Requirements:

- Bachelor's degree in Materials and Biomedical Engineering or a related field.
- Proficiency in Microsoft Office applications.
- Hands-on experience with 3D printing and mechanical testing.
- Excellent verbal and written communication skills.
- Strong organizational skills and ability to manage multiple tasks effectively.
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Demonstrated ability to work collaboratively within teams.

- Self-motivated with a proactive approach to tasks.
- Confidence in presenting to and engaging with external stakeholders.

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