**Research Assistant Scheme 2017 at NUS Business School**

Dr. Amy Ou at the Department of Management and Organisation in NUS Business School is hiring a full-time research assistant. We encourage applications from students who are interested in academic research on management topics, desire to cumulate first-hand experience of scientific research, and expect to conduct honour thesis or apply for a PHD program in the future. Candidates can send their one-page resume (informing your academic and work experience) and a brief cover-letter explaining why they are interested and why they are qualified. Please send in your files to Dr. Amy Ou ([bizyo@nus.edu.sg](mailto:bizyo@nus.edu.sg)), and this advertisement is valid until the position is filled. Shortlisted candidates will be notified and requested to go through a one-day screening test for research abilities.

**Research Assistant Job description**

The research assistant will be involved in a few research projects including 1) establishing a measure of CEO humility based on archival data, and 2) examining factors that promote or hinder female career management. The assistant will be responsible for collecting and coding archival CEO characteristics data. He / she will code humility and narcissism of fortune 500 company CEOs such as Jeff Bezo at Amazon or Steve Jobs at Apple. Other duties include but are not limited to conducting literature reviews, identifying psychological measures, designing online surveys, checking references, formatting manuscripts, preparing statistical tables and figures, looking up for research papers, inputting and checking data, etc.

**Duration of duty**

Asap of six months and can be extended based on performance. Applicants must make sure that they can make at least three full-months of commitment before application.

Current students will be hired under an internship scheme for a semester but be aware that your faculty may request you to apply for absence.

Students who have graduated will be hired under a casual work scheme at the beginning and will be converted to a full-time NUS staff if performance meets the standard.

**Requirements**

1. Mastery of word and excel;
2. Responsible, detail oriented, and perfection-seeking;
3. Quick in learning and creative to providing solutions;
4. Basic programing knowledge is a plus;
5. Knowledge of using statistical software such as SPSS, STATA, or SAS is a plus;
6. Mastery of writing will allow the intern to obtain higher level research involvement.

**Pay and work hours**

1. $1,200 per month (for current students, no nationality requirement); $1,500 per month (for students who have a bachelor’s degree and are Singapore PRs or citizens);
2. 9:00am – 6:00pm, 5 days per week at NUS business school.

Faculty profile:

Amy Ou, http://bizfaculty.nus.edu/faculty-profiles/270-yi-amy-