

Student Research Assistant Required (Feb-May 2019)

CIL

CENTRE FOR INTERNATIONAL LAW
National University of Singapore

The Centre for International Law (CIL) is seeking 2 NUS students to serve as a part-time Student Research Assistants during the academic term from February-May 2019.

The Student Research Assistant responsibilities will include:

1. Data entry and maintenance of the CIL Database of ASEAN and International Law instruments;
2. Assisting with proofreading of academic manuscripts.

Applicants are expected to have a good command of library and internet research resources, and familiarity with academic citations (preferably OSCOLA), Microsoft Word and Excel, Dropbox, and Google Drive. Further training will be provided.

Student Research Assistants are selected on the basis of their aptitude for research, data analysis, their eye for detail, and their demonstrated interest in programmes and issues served by CIL. Undergraduate and postgraduate students from any school in NUS may apply. Selected candidates will be invited for an aptitude test and interview.

APPLICATION PROCEDURE

Interested applicants are invited to submit the following to cil.jobs@nus.edu.sg by **31 January 2019**:

- (1) Your **CV**
- (2) A **letter of interest** that highlights your background in the abovementioned requirements and your availability during this period

TERMS OF THE INTERNSHIP

- Research Assistants will be required to work a minimum of 3 hours per week for a minimum period of 8 continuous weeks, with the option to work in the CIL office or remotely. Flexible working hours may be negotiated.
- Payment in accordance with student research assistant hourly rates under nus regulations.
- Non-citizen/PR applicants should verify the validity of their visa to remain in Singapore during the internship period.
- Option for contract renewal from May-July 2019.

Shortlisted applicants will be called for an interview between 11 February – 15 February 2019
For more details on the position, please email Ms Sadhna Rai/ Ms Yvonne Lee at cil.jobs@nus.edu.sg