Applications are invited for the following full-time position in the Saw Swee Hock School of Public Health (SSHSPH):
Research Assistant/Associate: Care in Community Hospitals in Singapore

**Job Description**

The job holder will work on a study examining trends in rehabilitation and sub-acute care in Community Hospitals in Singapore, under the supervision of Assistant Prof (Dr) Kavita Venkataraman. The study seeks to understand long-term trends in such care in Singapore through retrospective medical record reviews.

Within the scope of this study, the Research Assistant/Associate’s duties will include:

- Performing manual data extraction from medical records using a standardised data extraction form
- Performing/assisting with review of data extraction quality
- Performing/assisting with data entry and cleaning
- Assisting with data analysis and preparation of manuscripts for submission to international peer-reviewed journals, other written reports, and presentation slides

**Requirements**

- Degree in medicine, public health, life sciences, nursing, allied health or a related field
- Good knowledge of medical terminology and familiarity with medical records
- Preferably some experience in data collection and data management
- Preferably some familiarity with SPSS, STATA or other analysis software
- Excellent written and verbal communication skills in English
- Good self-organisational skills, independence, curiosity, and willingness to learn
- Attention to detail

This position will be initially available for one year. The grade of appointment will be accorded based on candidate’s academic qualifications and years of relevant experience.

Recruitment is open immediately, and will continue until the position is filled. To apply please email the following to Ms. Tan Feng Guat at ephtfg@nus.edu.sg:

- Cover letter highlighting career goals and relevant experience
- Curriculum Vitae, containing details of three named referees
- A complete NUS Personal Data Consent for Job Applicants (form is available at NUS Personal Data Consent for Job Applicants)

For more details on the compensation and benefits in NUS, please refer to the following website: http://www.nus.edu.sg/careers/whatyougettoenjoy.html

Shortlisted candidates may be required to submit additional documents for review. Please note that only shortlisted candidates will be contacted.