

NATIONAL UNIVERSITY OF SINGAPORE
Full time Teaching Assistant in Bachelor of
Environmental Studies (BES)

Job Description

The Bachelor of Environmental Studies (BES) Programme is seeking a full-time Teaching Assistant. The successful applicant will be providing teaching and logistical support for BES modules and programme-related events.

Roles and Responsibilities

- Provide teaching support and contribute towards the delivery of ENV-coded modules, including the field trip module ENV3102 Environmental Challenges: Asia Case Studies II.
- Assist in coordination of Undergraduate Research Opportunities Programme in Environmental Studies (UROPEs) projects.
- Provide other ad hoc teaching-related duties as assigned by the BES Programme Committee, including assisting with invigilation duties for ENV-coded modules and the tallying of marks during the examination period.
- Provide administrative and logistical support to module coordinators for BES modules.
- Provide assistance to the BES Programme Committee for the organization of BES related events, including Asia Environment Lecture and other engagement events.
- Keep “BES News and Blog” maintained and updated, and ensure that the BES website generally is accurate and functioning.
- Oversee all BES equipment (to keep equipment in good order, and to repair or replace as necessary).

Qualifications

- Degree in Environmental Studies/Geography
- Strong foundation in human geography
- Willingness to travel overseas for field courses
- Excellent interpersonal and communication skills
- Positive work attitude with service orientation, pro-active and team player
- Creative, meticulous, resourceful and self-motivated

A full curriculum vitae, and names and contact details of three referees should be sent to the BES Programme Committee at envhelp@nus.edu.sg **by 6pm, Tuesday 5 May 2020.**

Applicants should preferably be available to commence duties by **1 June 2020**. Salary will be commensurate with qualifications and experience.

Informal enquiries about the post should be directed to Miss Lim Hui Tong at envhelp@nus.edu.sg.