

FASS Summer Job Application: Web Designer/Developer

Please send your completed resume/CV with any relevant experience or portfolio urls to Mr John Yap at 5 Arts Link, The Shaw Foundation Building, Block AS7, #02-23, Singapore 117570 or email johnyap@nus.edu.sg by **29 April 2010 Thursday 1700hrs**. Note that **only shortlisted candidates will be contacted for an interview.**

Section A: Employer Information	
Name of Organisation	Faculty of Arts and Social Sciences, National University of Singapore
Address	5 Arts Link, The Shaw Foundation Building, Block AS7, Level 5, Singapore 117570
Telephone (Main)	6516 6133
Fax	6773 3291
Industry Classification	Education
Brief Description of Business Activities	Please refer to http://www.fas.nus.edu.sg for more details
Website (if any)	http://www.fas.nus.edu.sg

Section B: Contact Person	
Name	John Yap Yin Gwee
Designation	Senior Media Producer
Telephone	6516 4853 (O)
Email	fasyapyg@nus.edu.sg or cceyapyg@nus.edu.sg or johnyap@nus.edu.sg
Fax	6773 3291

Section C: Application Information	
Total Number of Positions Required	3 Positions
Period of Work	10 May 2010 – 31 July 2010
Job Description (Duties and Responsibilities)	<ul style="list-style-type: none">Schedule and execute faculty's corporate web revamp exercise (FASS)Implementation of global corporate web templates(provided by Corporate Relations) across FASS

	<ul style="list-style-type: none"> • Creative design and execution of website structures and its contents to represent each department in their unique way.
	<ul style="list-style-type: none"> • Provide support and assistance to the management and administration of webmasters in the Web Content Management System of NUS
	<ul style="list-style-type: none"> • Very basic training to webmasters as process of handing over of websites upon completion
Allowance (CPF exempted)	\$1,500 for completion of allocated website assignments*
Working Hours	0830hrs – 1800hrs **
Pre-requisites of Candidates	
Good written and spoken communication skills	English
Proficient in Microsoft Office	Excellent
Proficient in Adobe Photoshop or Image editing software	Excellent
Web Design Skills – Adobe Dreamweaver, HTML	Intermediate / Advanced
2 nd Language (please indicate)	No preference
Others (please indicate)	<ul style="list-style-type: none"> • Good sense of communication and clear articulation of ideas and information
	<ul style="list-style-type: none"> • Experienced and comfortable in formal/informal demonstration and prototyping to faculty departments
	<ul style="list-style-type: none"> • Sharp eye for details and creative mind for design/development
	<ul style="list-style-type: none"> • Ability to work in a team within constraints of time and resources

Remarks, if any:

Student should also possess a pleasant, clean and neat disposition as presentation opportunities are likely to occur at department/faculty levels within NUS.

Supervisor Contact Information	
Name	John Yap Yin Gwee
Designation	Senior Media Producer
Email	fasyapyg@nus.edu.sg or cceyapyg@nus.edu.sg
Telephone	6516 4853 (O); 9734 0440 (M)

Fax	6778 0198
Address (if different from above)	5 Arts Link, The Shaw Foundation Building, Block AS7, #02-23, Singapore 117570

** Job allocations are distributed based on the participating FASS departmental websites under the web team and is subjected to changes before actual job commencement*

*** Working Hours are subjected to requested presence in campus by supervisor, else work can be executed online and off campus*