

## ASIA CENTRE FOR SOCIAL ENTREPRENEURSHIP AND PHILANTHROPY

### (ACSEP)

The Asia Centre for Social Entrepreneurship and Philanthropy (ACSEP) was established within the NUS Business School to conduct basic and applied research on social entrepreneurship and philanthropy in Asia. It also aims to promote education in social entrepreneurship and philanthropy through courses and practical learning experiences.

#### **Job description for ACSEP Research Associate**

The Asia Centre for Social Entrepreneurship and Philanthropy (ACSEP) was founded and established in the NUS Business School to undertake the task to develop and undertake research in this fast expanding field. ACSEP's mission is to advance the knowledge and understanding of social entrepreneurship and philanthropy in the region through education and outreach programs.

The Research Associate's work will focus primarily on qualitative and quantitative data services. This will include documenting and analyzing primary and secondary data sources including the variety of grant giving survey datasets, other survey data, and administrative data sets. The Research Associate will carry out duties related to ACSEP's research-gathering data on regional national policies with regards to philanthropy, including annual localized fact sheets and annual reports on tax policies.

He or she will also act as a department support to all projects requiring secondary data analysis and will field all external data requests and subscriptions. The Research Associate will also provide support on ACSEP outcome and measurement-related projects, contributing to the collection of quantitative and qualitative data, data entry, analysis, and reporting.

The position will require an avid interest and understanding of philanthropy and social entrepreneurship as it applies in Asia. The position will report to the Director of ACSEP and will be required to work with other faculty, researchers and staff, for which superb project management and time management skills will be essential.

Main duties and responsibilities include:

- Conduct both qualitative and quantitative research independently, including the formulation of research questions, design and implementation of research programs
- Design, maintain, and analyze (longitudinal) databases
- Write reports and research summaries
- Review literature from appropriate sources
- Present findings at ACSEP events
- Participate in internal work groups, focus groups, round tables, etc
- Keep current on research methods and issue areas applicable to projects.

Requirements:

- At least Master's degree (M. A. or MSc) or equivalent
- Related experience and/or training in social work, social entrepreneurship and philanthropy or related field
- Excellent verbal and written communication, and research writing skills
- Good problem-solving skills
- Bilingual in Mandarin a plus
- Critical to be a team player

Compensation: Salary based on qualifications

Application

Interested applicants are invited to email a cover letter with two references. Please submit your application with a detailed CV to [acsep@nus.edu.sg](mailto:acsep@nus.edu.sg). Application closes on January 20, 2012.