

About TUMCREATE

TUMCREATE is a multidisciplinary research platform of the Technical University of Munich (TUM) at the Singapore Campus for Research Excellence and Technological Enterprise (CREATE). We are joining forces with universities, public agencies, and industry for the advancement of future technologies.

Please visit www.tum-create.edu.sg for more information about TUMCREATE.

The LightSPAN Project, funded by the National Research Foundation of Singapore, will investigate how we can optimize light exposure to support health and well-being across the lifespan, with a specific focus on optimising light exposure in seniors.

Please visit www.lightspan.org for more information about the LightSPAN project.

Job Title/Position: Scientific Project/Clinical Trial Coordinator (36 months)

Job Purpose/Objective of the Position:

As a Project Coordinator in the LightSPAN Project, you will play a pivotal role in the successful coordination and execution of a study on optimising light exposure in senior citizens. Your responsibilities will encompass coordinating various aspects of the trial, including recruitment efforts, participant contact, logistics planning, and participant remuneration. Your contributions will directly impact the progress of our research and contribute to the achievement of our project objectives.

Job Responsibilities:

- Manage and oversee the execution of a clinical trial, ensuring adherence to protocols and timelines
- Coordinate participant recruitment efforts, including advertising, screening, and enrollment processes
- Serve as the primary point of contact for trial participants, addressing their questions, concerns, and providing necessary information
- Coordinate visit logistics with trial participants, ensuring a smooth and comfortable experience throughout the trial
- Manage participant remuneration processes and ensure accurate compensation
- Work closely with the interdisciplinary LightSPAN team

Job Requirements/Competencies:

- Bachelor's degree in a relevant discipline, including project management, administration, psychology, health sciences, public health or similar
- Demonstrated experience (at least 36 months) in project management and use of project management tools
- Demonstrated experience in a healthcare, hospital or clinical trial setting
- Experience in conducting scientific research and clinical trials with human participants
- Experience in front-line customer facing work
- Excellent communication abilities in English, Chinese and local dialects
- Highly motivated, detail-oriented, and capable of working independently

Any other information you feel will help applicants understand the position

The LightSPAN project is a collaborative project led by [Prof. Dr. Manuel Spitschan](#) (TUMCREATE/TUM) and [Asst. Prof. Raymond Najjar](#) (NUS). The focus of the work performed as part of this position is a clinical trial investigating the use of cutting-edge behavioural digital-health interventions to promote healthy light exposure in ageing. We offer an interesting, exciting, and inclusive research environment with many international links and career development and further training opportunities.

What TUM CREATE offers you

- Competitive salary that commensurate with experience
- Medical insurance
- Good amount of leave/vacation days
- Vibrant, modern and positive working environment in Singapore
- Campus-sited office location with a host of facilities
- In-building perks including gym, game room and coffee room

Applications

Please send the following documents via email to TUMCREATE (hr@tum-create.edu.sg) with reference "LightSPAN-2023-004":

- **Cover letter describing your education and scientific activities, as well as your strengths.** Please also describe how you meet the requirements (or could at the start of the position), and what interests you in the position.
- **Curriculum vitae** (max. two pages) including publication list (if applicable) and linked ORCID and/or Google Scholar profile.
- **Contact information of two referees.**

Only shortlisted candidates will be contacted.

We look forward to your application.