

Senior Assistant Manager/Manager, Student Life
(Counsellor)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=220337>

Downloaded On: May. 9, 2024 10:20am

Posted Aug. 28, 2023, set to expire Jul. 5, 2024

Job Title Senior Assistant Manager/Manager, Student Life
(Counsellor)

Department Student Life

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 28, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Student Affairs

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498493/senior-assistant-managemanager-student-life-counsellor>

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Job Description

Senior Assistant Manager/Manager, Student Life (Counsellor)

Job no: 498493

Department: Student Life

Contract type: Contract

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The position is responsible for coordinating, managing and executing key student development initiatives for the Counselling Service at Student Life Division, SIT. The position will be tasked with daily operations of the Counselling Service, which includes case management, programme

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development and stakeholder management. The position contributes to the creation of a vibrant, safe and supportive student life and university campus.

This position is part of the Counselling Service in Student Life Division. The Counselling Service is one of the pillars in the division which creates transformative, enriching campus experiences and promotes student wellbeing. The pillars include Global Citizenship, Community Engagement, Student Organizations & Leadership, Sports Development & Performing Arts, Diversity & Inclusion as well as Counselling Service.

Key Responsibilities

- Provide counselling support to students experiencing emotional difficulties by helping them to develop goals, identify and work through their issues and to assist students to reach their own resolutions or develop strategies to address their concerns.
- Provide relevant information or resources specific to students' needs, which includes referral to external agencies where appropriate. Counsellors will also provide crisis intervention support to students in distress.
- Act as a supporting facilitator of group counselling sessions or a supporting mediator in a conflict resolution setting.
- Support the counselling team when responding to crises (including afterhours activation).
- Liaising with various stakeholders as part of case management.
- Support the counselling team in developing, scheduling and conducting training for SIT students and staff in the area of mental wellbeing, including the student's peer supporter programme.
- Manage the Counselling Service email account; schedule sessions as requested.
- Carry out administrative functions of the Counselling Service which include procurement of collaterals, budget management, case reporting, as well as managing and updating guidelines and procedures.
- Ad hoc tasks as assigned by Director of Student Life Division.

Job Requirements

- Master in Professional Counselling/Psychology/Counselling Psychology. Experience in counselling will be an advantage.
- Preferably a registered counsellor with Singapore Association for Counselling or equivalent.
- Minimum 3 years of relevant counselling experience
- Passionate about supporting people.
- Possess good communication and interpersonal skills.

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- Empathetic, positive attitude with the ability to think “out of the box”.
- Agile, able to multitask and work independently within a tight timeline.
- Able to work in a fast pace and dynamic environment, adaptable to changes.
- Willingness to learn continually through training, guidance, clinical supervision, and self-reflection.
- Committed team player, responsible, reliable, and able to work with others to achieve division goals.
- Ability and willingness to work outside of office hours and on weekends on an ad-hoc basis.

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Advertised: 28 Aug 2023 Singapore Standard Time

Applications close: 30 Sep 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore