

Assistant Director, Academic Programmes Administration
Singapore Institute of Technology

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Posted Oct. 20, 2023, set to expire Jul. 5, 2024

Job Title Assistant Director, Academic Programmes Administration
Department Academic Programmes Administration
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Oct. 20, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Administration - General

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498535/assistant-director-academic-programmes-administration>

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Job Description

Assistant Director, Academic Programmes Administration

Job no: 498535

Department: Academic Programmes Administration

Contract type: Permanent

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The Assistant Director of the Academic Programme Administration Division will report directly to the Director with dotted line reporting to the Applied Research Office. The incumbent will oversee the

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administration and governance of the Postgraduate programmes by Research.

Key Responsibilities:

- Oversee policy development and operationalisation aspects of postgraduate programmes by research
- Work with various divisions to streamline admission, matriculation coursework, examination, thesis examination and graduation processes
- Ensure the validity of materials submitted, coordinate with cluster directors and programme leaders to review applications reviewed, and process the admissions of incoming students
- Support agreements between the University and partnering companies/ organisations
- Strategise programme outreach and marketing, , which includes the development and implementation of marketing and recruiting materials for programme in partnership with clusters
- Assist with industry liaison
- Support Clusters' applied research initiatives which are related to this programme
- Support and coordinate with divisions to generate and analyse strategic data and submit data to various government and external agencies

Requirements:

- A University degree, with at least 8-10 years of relevant working experiences in administering Postgraduate programmes by Research
- Hands-on worker in a fast-paced environment and adaptable to changes
- Capable of working with sensitive information, have sound judgment and strong professional presence
- Prior experience and understanding of education industry and Singapore government policy-making would be a distinct advantage.
- Strong analytical and reasoning skills
- Able to work to tight deadlines
- Strong communication skills (e.g. oral and written)
- Strong people-management and interpersonal skills
- Good stakeholder management skills

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Advertised: 20 Oct 2023 Singapore Standard Time

Applications close: 19 Nov 2023 Singapore Standard Time

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

Singapore