Assistant Manager, Academic Programmes Administration
(ENG)
Singapore Institute of Technology

Job Title Assistant Manager, Academic Programmes Administration
(ENG)

Department

Institution Singapore Institute of Technology

Singapore, , Singapore

Date Posted Oct. 27, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Teaching & Learning

Administration - Academic Unit

Job Website https://careers.singaporetech.edu.sg/cw/en/job/498542/assistant-manager-academic-programmes-administration-eng

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Job Description

Assistant Manager, Academic Programmes Administration (ENG)

Job no: 498542
Department: Academic Programmes Administration
Contract type: Contract
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The Assistant Manager will be part of the Engineering Cluster under the Academic Programme Administration Division. This role will currently be stationed at SIT@Dover. SIT will be moving to Punggol in 2024. He/She will provide administrative supports to the Programme Leaders in the areas listed below.

Key Responsibilities:

- Plan and manage the operations of new / existing degree programmes
- Assist in timetabling / scheduling of classes, as well as booking of facilities
- Assist in exam matters such as organising BOE meeting and preparing BOE slides
- Organise and manage events such as workshops, meetings and dialogue sessions
- Support university events e.g. graduation ceremony, open house etc
- Administer procurement process for various programmes
- Work closely with external counterparts such as Collaborators, Overseas Universities and Polytechnics
- Record notes or minutes of meetings
- Manage student related matters such as processing student claims and withdrawal
- Involved in preparation for programme accreditation
- Other programme support assignments as required by the Cluster Director, Programme Leader, or Director of Programmes.

Job Requirements:

- Diploma/Degree from a good university
- Proven track record with minimum 3 years' experience in a similar position, preferably in an educational environment
- Proficient in Microsoft Office (Excel, Powerpoint, Word)
- Ability to be versatile in working independently and as an excellent team player towards set goals
- Good communication and interpersonal skills; good written and oral skills
- Organised and meticulous with a keen eye for details and any missing information.

Apply now
Advertised: 27 Oct 2023 Singapore Standard Time
Applications close: 26 Nov 2023 Singapore Standard Time

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Direct Link: https://www.AcademicKeys.com/r?job=224565
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Contact Information

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

Contact

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