

Assistant Manager, Registrar's Office
Singapore Institute of Technology

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Posted Jan. 17, 2024, set to expire Jul. 5, 2024

Job Title Assistant Manager, Registrar's Office
Department Registrar's Office
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 17, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Enrollment Management/Registrar

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498598/assistant-manager-registrars-office>

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Job Description

Assistant Manager, Registrar's Office

Job no: 498598

Department: Registrar's Office

Contract type: Contract

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The Assistant Manager will play an integral role in assisting and managing key administrative matters such as credits transfer and exemptions, candidature, module registrations, tuition fee-related issues

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and appeals for our learners from various pathways. This role will report to Assistant/Deputy Director (Registrar's Office) and will work closely with internal and external stakeholders.

Key Responsibilities

- Assist in managing credits transfer and exemptions, candidature, module registration, and tuition fee/grant-related matters, as well as reviewing related academic policies periodically.
- Collaborate with Polytechnics and Partner Universities for advanced standing exercises.
- Liaise and work with Partner Universities for module enrolment number/ enrolment credit related matters.
- Improve related work processes continuously, including user acceptance testing for system related enhancements, and updating Standard Operating Procedures (SOPs), workflows, and user guides as needed.
- Assist in managing and resolving appeal cases within required timeline.
- Manage related enquiries and communication with all internal and external stakeholders, including our overseas universities partners and learners.
- Support university events and any other administrative matters/projects as assigned.

Job Requirements

- A recognised Diploma/Degree in any discipline
- At least 3 years of relevant work experience
- Excellent communication skills with a strong command of written English
- An excellent team player
- Growth mindset and being meticulous
- Proficient in Microsoft Office (Excel, Powerpoint, Word)

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Advertised: 17 Jan 2024 Singapore Standard Time

Applications close: 16 Feb 2024 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Singapore