

Senior Assistant Manager, Registrar's Office (Innovation &
Digital Transformation)
Singapore Institute of Technology

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Posted Sep. 13, 2023, set to expire Jul. 5, 2024

Job Title Senior Assistant Manager, Registrar's Office (Innovation &
Digital Transformation)

Department Registrar's Office

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Sep. 13, 2023

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/498508/senior-assistant-manager-registrars-office-innovation-digital-transformation>

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Job Description

Senior Assistant Manager, Registrar's Office (Innovation & Digital Transformation)

Job no: 498508

Department: Registrar's Office

Contract type: Contract

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The successful candidate will get the opportunity to work with multiple stakeholders within and outside the Registrar's Office to drive innovation and digital transformation in Registrar's Office. He/She will be involved in developing and implementing systems, redesigning work processes, and performing data analysis to support decision-making.

Key Responsibilities

Innovation and Digital Transformation

- Review current operational processes and identify areas for improvement
- Propose innovative solutions using Artificial Intelligence (AI) tools to enhance efficiency and increase productivity
- Work with stakeholders to execute process enhancements and automation

Project and System Implementation

- Collaborate with cross-functional teams to envision future business requirements for new systems, e.g., PET/CET
- Play a pivotal role in designing, developing, and implementing system solutions to streamline operational workflows
- Conduct user system testing, troubleshoot issues and provide constructive feedback on the system functionalities

Data Analysis and Reporting

- Collate and analyse student-related data from various sources to identify meaningful insights
- Develop and maintain reports and dashboards to present key performance indicators
- Assist in the development of data-driven strategies to achieve the business objectives of the Registrar's Office

Job Requirements

- A recognised degree in Data Analytics, Computer Science, Information Technology or a related field
- 3-5 years of relevant work experience in system development and implementation
- Strong analytical skills and proficiency in AI and data analysis tools
- Customer service oriented and possessing a positive attitude to approach work challenges

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- Open minded team player who keeps the team goals in view
- Good communications skills in both written and spoken to handle diverse stakeholders

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Advertised: 13 Sep 2023 Singapore Standard Time

Applications close: 12 Oct 2023 Singapore Standard Time

Contact Information

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

Contact

Singapore