

Assistant Manager, Office of SITizen Experience  
(Leadership Development)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=228497>

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Posted Jan. 8, 2024, set to expire Jul. 5, 2024

**Job Title** Assistant Manager, Office of SITizen Experience (Leadership Development)

**Department** Office of SITizen Experience

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Jan. 8, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Teaching & Learning

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498590/assistant-manager-office-of-sitizen-experience-leadership-development>

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**Job Description**

## Assistant Manager, Office of SITizen Experience (Leadership Development)

**Job no:** 498590

**Department:** Office of SITizen Experience

**Contract type:** Contract

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The Assistant Manager (Leadership Development), will assist a team of staff in delivering key student leadership development initiatives in SIT, such as Leadership Training Programmes, the SITizen

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Ambassadors and Vanguard Programmes, as well as student welfare and leadership initiatives as part of holistic student support.

The Assistant Manager will also support the Office's daily operations, including project management, student relationship development and partnership management. This position will contribute to developing student leadership capabilities, a vibrant, inclusive, and supportive student life, as well as a university campus.

This position is part of the Leadership Development team in the Office of SITizen Experience and contributes to creating a vibrant student life, building upon the Office's focuses, such as: Student Organisations, Campus Engagement, Performing Arts, Leadership Development, Sports Development, Student Care/Operations, Global Citizenship, Diversity & Inclusion and Counselling. These focuses exist to create a holistic educational environment to enrich and empower students, develop their leadership skills and create opportunities to build the community.

The Assistant Manager will report directly to the Team Lead overseeing the Leadership Development team in the Office of SITizen Experience.

### **Key Responsibilities**

- Work with the Team Lead and a dedicated team to deliver on crucial Leadership Development programmes, including programme design, execution, and evaluation.
- Support the efficient and accurate administration and operational functions of Leadership Development and the Division where required, including procurement, data consolidation, and preparing reports and presentations.
- Contribute to the Leadership Development structures, designs, execution and evaluation of programmes and initiatives, ensuring optimal student engagement, experience, and learning.
- Keep up to date on the latest training practices, trends, and technology, and apply these to programme design, development and evaluation.
- Create opportunities to encourage and challenge students' personal development and growth and manage and support student-led projects and programmes, reviewing and evaluating their proposals and administrative and logistical matters.
- Mentor students, developing their potential, creating opportunities to encourage personal development, and guiding them in building meaningful relationships amongst peers, and multiple partners within SIT and the community.
- Contribute to the strategic planning and review of the Office's work plans, resource allocation and team development.

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- Any additional ad hoc projects as assigned by the Director of the Office of SITizen Experience.

**Job Requirements**

- Degree from a good University, with at least three years of experience in a similar position in an educational environment.
- Passionate about supporting and developing people.
- Ability to communicate well (both verbally and written), with good interpersonal skills to connect with various stakeholders.
- Creative thinking, adaptability, and the ability to be innovative and think out of the box.
- Good planning and organization skills, with an eye for detail.
- Possesses a positive attitude, multitasking, and working independently within tight timelines.
- Committed team player, responsible, reliable, and able to work with others to achieve division mission.
- Enjoys working with students and can work outside of office hours and on weekends when needed.

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**Advertised:** 08 Jan 2024 Singapore Standard Time

**Applications close:** 31 Jan 2024 Singapore Standard Time

**Contact Information**

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

**Contact**

Singapore