

Assistant Director/Deputy Director, Registrar's Office  
Singapore Institute of Technology

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

**Job Title** Assistant Director/Deputy Director, Registrar's Office  
**Department** Registrar's Office  
**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)** Enrollment Management/Registrar

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498591/assistant-directordeputy-director-registrars-office>

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**Job Description**

## Assistant Director/Deputy Director, Registrar's Office

**Job no:** 498591

**Department:** Registrar's Office

**Contract type:** Permanent

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The Assistant/Deputy Director will be a key driver in providing strategic leadership and operational oversight in the Registrar's Office. Working closely with senior leadership, this role involves developing and implementing the strategic initiatives for SIT. The successful candidate will need to demonstrate values-based leadership, engagement with stakeholders to translate academic strategies and policies

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into effective delivery, as well as the development and maintenance of a comprehensive yet agile administrative system.

We seek a dynamic team player with deep knowledge in academic policies, emerging technologies as well as excellent communication and project management skills for sustainable academic administration. The successful candidate is expected to embody the SIT core values and provide effective leadership by example in fostering a culture that embraces a growth mindset and enables change and innovation.

The successful candidate will report to the Registrar and will have the following direct responsibilities:

### **Key Responsibilities**

- a. Provide direction and guidance on matters relating to student administration, including systems and processes, student discipline and grievances, as well as academic awards and convocations.
- b. Provide advisory on the development of academic programmes, as well as to formulate and review academic policies and frameworks.
- c. Manage secretariat functions for the Board of Studies and its sub-committees.
- d. Lead cross-division and multi-team projects.
- e. Take a leadership role on other institutional matters and assigned projects.

### **Job Requirements**

- A recognised degree in any discipline.
- Significant experience in academic administration at a recognised institute of higher learning.
- Notable contributions to organisational success through creative and innovative approaches.
- Proven track record in strategic planning, team management and leading complex projects and events.
- Thorough knowledge of relevant regulations (e.g., Personal Data Protection Act) and best practices relating to academic administration, student services and data processing.
- Familiar with student information systems and new technologies.
- Excellent written and interpersonal communication skills.
- Ability to work collaboratively with diverse groups of stakeholders.

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

**Applications close:** 29 Feb 2024 Singapore Standard Time

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**Contact Information**

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

**Contact**

Singapore