

Assistant Manager/Senior Assistant Manager, Registrar's
Office (Student Conduct)
Singapore Institute of Technology

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Posted Jan. 10, 2024, set to expire Jul. 5, 2024

Job Title Assistant Manager/Senior Assistant Manager, Registrar's
Office (Student Conduct)

Department Registrar's Office

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 10, 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/498592/assistant-managersenior-assistant-manager-registrars-office-student-conduct>

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Job Description

Assistant Manager/Senior Assistant Manager, Registrar's Office (Student Conduct)

Job no: 498592

Department: Registrar's Office

Contract type: Contract

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The Assistant Manager/Senior Assistant Manager is responsible for student conduct and grievance matters and assists in the review and implementation of related policies and procedures. Successful candidate will report to Assistant/Deputy Director (Registrar's Office) and will be working closely with senior management.

Key Responsibilities

- Manage student conduct and grievance matters, including the provision of secretariat and administrative support to the Board of Discipline and Board of Appeal (Student Discipline)
- Assist in reviewing and refining policies, guidelines and procedures relating to student conduct
- Assist in interviews, documentation and reporting of student misconduct and grievance cases
- Provide guidance to academic staff and liaise with related divisions and external law enforcement authorities on student misconduct matters
- Conduct briefings to faculty members and students on student conduct and discipline
- Support in division's administrative matters and projects as assigned

Job Requirements

- A recognised degree
- Experience in handling student conduct and grievance matters
- Experience in student development, counselling or discipline is advantageous
- Good written and verbal communication skills.
- Proficient in Microsoft Office applications
- Detail-oriented and meticulous

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Advertised: 10 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.

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Contact

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