Senior Manager, Centre for Digital Enablement (Platforms
& Digital Learning Spaces)
Singapore Institute of Technology

Job Title	Senior Manager, Centre for Digital Enablement (Platforms & Digital Learning Spaces)
Department	Centre for Digital Enablement
Institution	Singapore Institute of Technology Singapore, , Singapore
Date Posted	Apr. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Teaching & Learning
Job Website	https://careers.singaporetech.edu.sg/cw/en/job/498650/senior-manager-centre-for-digital-enablement-platforms-digital-learning-spaces
Apply By Email	
Job Description	

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Job no: 498650
Department: Centre for Digital Enablement
Contract type: Contract
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The Centre for Digital Enablement drives initiatives for the Digital Learning spaces (DLS) within SIT. It works with various stakeholders, both internal and external, in upskilling digital literacy across the organization through literacy programmes and digital innovation projects in relation to the DLS. This requires a high level of coordination across the various clusters/divisions within the Academic Group as well as the other corporate divisions.

Reporting to the Deputy Director (Platforms & Digital Learning Spaces), you will be responsible for administration, project planning, and management of CoDE's various digital platforms, projects and initiatives as well as support the coordination of the various DLS across the academic group. You will also be expected to work with internal divisions on procurement, policy drafting, management of legal documents, etc as well as external parties such as vendors, collaborators and partners.

Key Responsibilities

- Assist the Deputy Director (Platforms & DLS) to manage and monitor the projects under CoDE's digital platforms, including UniverSITY, LLOS/LCPP, HITS and LLN, as well as coordinate the Digital Learning Spaces (DLS) across the academic group.
- Coordinate with CoDE's Digital Skills & Competencies team for cross-centre collaboration and mutual support.
- Provide support for ad-hoc activities, e.g., showcase digital technology projects at internal or external events (including setting up, coordinating and managing the projects on-site).
- Assist the Deputy Director to ensure adherence to operating policies, systems and practices, including but not limited to Workplace Safety & Health (WSH), Institutional Review Board (IRB), and enterprise risk.
- Liaise with various internal and external stakeholders to promulgate CoDE's initiatives and endeavours.
- Any other matters as directed by Director/Deputy Director of CoDE.

Job Requirements

- A good degree in a technology related field (e.g., Computer Science, Electrical/Electronic Engineering, Information Technology, etc.).
- 5+ years of relevant experience.
- Demonstrated experienced in both the technical and administrative aspects of project management.
- Good knowledge on data governance.
- Possess strong supervisory and project management skills.

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- Excellent interpersonal skills and ability to work individually or in a team, and with other divisions, including with external parties.
- Enjoy working with students in an educational environment.
- Demonstrate proficiency to stay up-to-date on emerging technologies.
- Innovative mindset and passion in digital technology is required.

Apply now
Advertised: 29 Apr 2024 Singapore Standard Time
Applications close: 31 May 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore