

Assistant Manager/Senior Assistant Manager, SITLEARN Singapore Institute of Technology

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Posted May 15, 2024, set to expire Sep. 14, 2024

Job Title Assistant Manager/Senior Assistant Manager, SITLEARN
Department SITLEARN Professional Development
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted May 15, 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/498668/assistant-managersenior-assistant-manager-sitlearn>

Apply By Email

Job Description

Assistant Manager/Senior Assistant Manager, SITLEARN

Job no: 498668

Department: SITLEARN Professional Development

Contract type: Contract

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Are you passionate about education and dedicated to ensuring the success of training and workplace learning programmes? SITLEARN, the Singapore Institute of Technology's lifelong learning division is

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seeking a dynamic and organized **Assistant Manager** to join our team.

SITLEARN caters to working adults who are keen to upgrade their skills and offers multiple pathways for individuals to gain access to higher education learning. Together with the National Centre of Excellence (NACE) for Workplace Learning, the first workplace learning centre set up in an Autonomous University and supported by SkillsFuture Singapore (SSG), we are here to help organisations build workplace competencies. Employees will learn new capabilities in their work environment and be better equipped to respond effectively to a rapidly changing economic environment.

Join us as we strive to shape the future of education and empower individuals to thrive in the workforce.

Key Responsibilities

- Facilitate the appointment, renewal and cessation of contracts of Adjunct Faculty staff.
- Maintain accurate records of faculty appointments and credentials.
- Work with relevant internal and external stakeholders to support the implementation and delivery of SITLEARN and NACE@SIT course offerings including short courses, certification programmes and workplace learning programmes.
- Ensure timely communication with both internal and external stakeholders on training schedule, course requirements as well as budget preparation to ensure the downstream operations for courses are carried out smoothly.
- Manage and document training statistics and workplace learning projects in accordance with specified requirements.
- Maintain comprehensive documentation of training and workplace learning programmes and faculty records.
- Uphold good data management practices by ensuring accurate and up-to-date records in SharePoint.
- Monitor outcomes, track progress and prepare data for purposes to support auditing and reporting to relevant internal and external stakeholders.
- Develop contact reports, database of clients and visibility of all client opportunities and progress
- Support ad-hoc division and organisation-wide initiatives and projects when required.

Job Requirements:

- At least 5 years of relevant experience.
- Good written and verbal communication and interpersonal skills with the ability to build strong working relationships at all levels and across divisions.
- Resourceful, with problem-solving, analytical and influencing skills.
- Proven ability to multi-task, with strong planning and organising skills.

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- Able to take a hands-on approach and manage day-to-day operations independently.
- Meticulous, comfortable with numbers and good attention to details.
- Proficient in MS Office applications (Excel, Outlook, Powerpoint, Word, etc).
- Experience with advanced MS Office applications (eg, Sharepoint, Forms, PowerBI) and RPA would be an advantage.
- Tertiary qualification in any discipline.

We offer a hybrid work arrangement that combines remote and in-person work, subject to work exigencies.

The successful candidate may be offered a 3-year or 1-year contract with a view of renewal depending on relevant professional experience.

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Advertised: 13 May 2024 Singapore Standard Time

Applications close: 31 Jul 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore