

Assistant Manager, Registrar's Office (CET Learner
Management)
Singapore Institute of Technology

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

Job Title Assistant Manager, Registrar's Office (CET Learner
Management)

Department Registrar's Office

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) Enrollment Management/Registrar

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498673/assistant-manager-registrars-office-cet-learner-management>

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Job Description

Assistant Manager, Registrar's Office (CET Learner Management)

Job no: 498673

Department: Registrar's Office

Contract type: Contract

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Work closely with teams in the Registrar's Office to support the running of the Continuing Education and Training (CET) programmes and assist in the development of the University's Industry Ready Skills Framework (IRSF). Successful candidates would get the opportunity to work with multiple stakeholders within and outside the division to gain the skills and knowledge in developing processes and guidelines, drafting system requirements and managing projects?.

Key Responsibilities

- Assist in reviewing and refining policy, guidelines and procedures for CET programmes.
- Work with internal divisions (e.g. Finance, IT, SITLearn, etc.) to implement a student management system for CET programmes.
- Provide guidance to faculty members and liaise with related divisions on the management of CET programmes.
- Respond to enquiry emails from internal divisions, external stakeholders and students.
- Manage the CET-related content on the website and student intranet.
- Assist to coordinate the benchmarking exercise of transferable skills for the university's IRSF.
- Assist to generate and analyse the reports for the benchmarking exercise of transferable skills.
- Ensure that the standard operating procedures are updated whenever there are new policies and procedures.
- Maintain proper documentation and archival of information.
- Contribute to other projects in the Registrar's Office.

Job Requirements

- A recognised degree in any discipline.
- 2 - 3 years of relevant work experience.
- Strong administrative skills. Meticulous in keeping track of student progress and completing tasks within set timelines.
- Customer service oriented and possessing a positive attitude to approach work challenges.
- Open minded team player who keeps the team goals in view.
- Good communications skills in both written and spoken to handle diverse stakeholders.
- Proficient in MS Office applications is key. Prior experience in data visualisation for reporting will be an advantage.

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Advertised: 15 May 2024 Singapore Standard Time

Applications close: 14 Jun 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore