

Assistant Manager / Senior Assistant Manager, Academic  
Programmes Administration  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=236353>

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Posted May 21, 2024, set to expire Sep. 20, 2024

**Job Title** Assistant Manager / Senior Assistant Manager, Academic  
Programmes Administration

**Department** Academic Programmes Administration

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** May 21, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Administration - Academic Unit

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498680/assistant-manager-senior-assistant-manager-academic-programmes-administration>

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**Job Description**

## Assistant Manager / Senior Assistant Manager, Academic Programmes Administration

**Job no:** 498680

**Department:** Academic Programmes Administration

**Contract type:** Contract

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The Assistant Manager/Senior Assistant Manager will be part of the Academic Programmes Administration Division. This role will be stationed at Punggol Campus. He/She will provide administrative support in the areas listed below.

**Key Responsibilities:**

- Plan and manage the operations of university level module
- Update and maintain module site
- Plan, manage and monitor budgets, expenditure and assets
- Advise students on matters such as module registration, team formation, problem statement selection and other administrative processes;
- Track students' completion progress in the module
- Assist in collation and submission of results, and preparation of reports
- Administer procurement processes
- Organise any events such as briefings, talks, workshops and dialogue sessions
- Plan and organize large scale event to showcase students' work
- Provide administrative and secretariat support for meetings including minutes-writing
- Work closely with counterparts across programmes and divisions
- Handle general feedback from students and public
- Research and analyze for various module performance indicators to support the roll-out and operational effectiveness of module
- Review and improve work processes
- Other module support assignments as required by the Module Lead or Director, Academic Programmes Administration

**Requirements:**

- A degree from a good University, or extensive skills or experience in lieu of a degree.
- Proven track record with at least 3 years of experience, preferably in an educational environment, with exposure to systems and operational work
- Proficient in Microsoft Office (Excel, Powerpoint, Word).
- Knowledge in Microsoft Power Apps and Power BI would be an advantage.
- Good written and communication skills.
- Meticulous and analytical in information gathering and resource support
- A highly motivated individual and a good team player.
- Adaptive, with good monitoring skills and able to perform independently in a fast-paced and

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dynamic environment.

- Familiarity with automation tools, Systems Thinking and Lean Transformation models would be an advantage.

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**Advertised:** 21 May 2024 Singapore Standard Time

**Applications close:** 30 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