

Senior Assistant Manager, SIT Teaching and Learning
Academy
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=236928>

Downloaded On: Jun. 29, 2024 11:00am

Posted Jun. 3, 2024, set to expire Oct. 1, 2024

Job Title Senior Assistant Manager, SIT Teaching and Learning
Academy

Department SIT Teaching & Learning Academy

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jun. 3, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Undergraduate Education
Teaching & Learning

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498694/senior-assistant-manager-sit-teaching-and-learning-academy>

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Job Description

Senior Assistant Manager, SIT Teaching and Learning Academy

Job no: 498694

Department: SIT Teaching & Learning Academy

Contract type: Contract

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To provide administrative support to STLA and EdTech team in advancing AI and EdTech at SIT

Key Responsibilities

- Provide administrative support for the EdTech team, including event coordination, finance and procurement matters, and secretariat services.
- Provide administrative and logistical support for STLA and its activities, such as workshops, seminars, retreats, and conferences.
- Provide procurement support for STLA, including raising purchase requests, managing ITQs and tenders.
- Coordinate and schedule meetings, including preparing agendas, disseminating meeting materials, and recording meeting minutes.
- Perform other duties as assigned to contribute to the overall success of the role and the team.

Job Requirements

- Degree with at least 3 years of relevant working experience
- Good interpersonal skills and ability to work collaboratively with internal and external stakeholders
- Good analytical and problem-solving skills
- Good written, oral and presentation skills
- Organised and meticulous with an eye for detail

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Advertised: 01 Jun 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



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