

Senior Assistant Manager, Registrar's Office  
Singapore Institute of Technology

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Posted Jul. 5, 2024, set to expire Jul. 5, 2025

**Job Title** Senior Assistant Manager, Registrar's Office  
**Department** Registrar's Office  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Jul. 5, 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/498714/senior-assistant-manager-registrars-office>

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**Job Description**

## Senior Assistant Manager, Registrar's Office

**Job no:** 498714

**Department:** Registrar's Office

**Contract type:** Contract

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Successful candidate will join a team who are responsible for the end-to-end planning and operations related to convocation and awards, as well as the division's administrative matters.

**Key Responsibilities**

- Organise and coordinate convocation ceremonies, ensuring a memorable and seamless experience for graduands and attendees.
- Collaborate with internal and external stakeholders to ensure smooth proceedings during convocation ceremonies.
- Manage the end-to-end awards cycle, including nominations, selection, award and disbursement.
- Streamline and improve processes related to convocation and awards by leveraging on technology where appropriate to increase efficiency.
- Provide administrative support to the division, including budget management and general administrative matters.

**Job Requirements**

- A recognised degree in any discipline
- Experience in higher education administration or a related field
- Mature, meticulous and possess a high level of integrity
- Strong organisational skills with the ability to handle multiple tasks and deadlines
- Excellent communication skills, both written and verbal
- Ability to work collaboratively with multiple internal and external stakeholders
- Good problem-solving and critical thinking skills

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**Advertised:** 05 Jul 2024 Singapore Standard Time

**Applications close:** 31 Aug 2024 Singapore Standard Time

**Contact Information**

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

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**Contact**

Singapore