

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
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