

Manager, Archivist
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=242638>

Downloaded On: Jun. 1, 2025 8:18am

Posted Aug. 2, 2024, set to expire Jul. 5, 2025

Job Title Manager, Archivist
Department Office of the VP (Planning)
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 2, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Library Services

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498736/manager-archivist>

Apply By Email

Job Description

Manager, Archivist

Job no: 498736

Department: Office of the VP (Planning)

Contract type: Contract

[Apply now](#)

Manager, Archivist
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=242638>

Downloaded On: Jun. 1, 2025 8:18am

Posted Aug. 2, 2024, set to expire Jul. 5, 2025

Manager, Archivist
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=242638>

Downloaded On: Jun. 1, 2025 8:18am

Posted Aug. 2, 2024, set to expire Jul. 5, 2025

The Archives Manager handles the administration and IT matters for the university archives, ensuring the efficient operation of the SIT Archives unit.

Key Responsibilities

- Managing budget and financial support,
- Hiring and managing of SIT students for archiving work,
- Handling correspondences and scheduling of meetings,
- Facilitating communication to support the Unit's IT needs, and

Job Requirements

- Degree in any discipline from a reputable university with at least 5 years of experience in corporate or general office services, preferably with record-keeping and procurement experience.
- Experience in coordinating with various departments and external vendors.
- Proficiency in MS Office applications.
- Knowledge or experience in archival work is not necessary, but familiarity with Singapore's Copyright and Intellectual Property Law and the Personal Data Protection Act is preferred.

[Apply now](#)

Advertised: 02 Aug 2024 Singapore Standard Time

Applications close: 30 Sep 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore