

Manager, Archivist
Singapore Institute of Technology

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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>

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Job Description

Manager, Archivist

Job no: 498736

Department: Office of the VP (Planning)

Contract type: Contract

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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.

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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