

Assistant Director, Innovation and Technology Transfer  
(Systems and Operations)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=242640>

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

**Job Title** Assistant Director, Innovation and Technology Transfer  
(Systems and Operations)

**Department** Innovation and Technology Transfer

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Aug. 2, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Development/Institutional Advancement  
Computing/Informational Services

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498738/assistant-director-innovation-and-technology-transfer-systems-and-operations>

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**Job Description**

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(Systems and Operations)**

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**Contract type:** Permanent

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The Innovation and Technology Transfer (ITT) division facilitates research collaboration agreements with partners and manages the adoption of research outputs by identifying, protecting, and licensing Project Intellectual Property (IP) to the industry.

The Assistant Director for Systems and Operations will report to Director, Innovation and Technology Transfer (ITT) Division.

The candidate will play a pivotal role in the ITT Division, responsible for overseeing the systems, processes, and management of databases. This role is crucial in digitally transforming the research collaboration agreement (RCA) and intellectual property (IP) management processes. The candidate will leverage Artificial Intelligence (AI) to guide the ITT team in making informed decisions on RCA, IP, and licensing-related matters.

**Key Responsibilities:**

- **Enhancing Operational Processes:** Continuously evaluate and enhance operational processes to improve efficiency and effectiveness.
- **Use of AI:** Implement and leverage AI tools to enhance decision-making in RCA, IP, and licensing.
- **Technologies and Tools:** Identify and integrate new technologies and tools to support ITT operations.
- **Standard Operational Procedures:** Establish and maintain standard operational procedures for ITT databases, systems and processes.
- **Database Architecture:** Design, implement, and maintain robust database architectures to support ITT operations.
- **Data Quality:** Ensure accuracy, consistency, and reliability of data across all ITT databases.
- **Data Governance:** Enforce data governance processes to maintain data integrity and compliance.
- **Collaboration:** Work closely with the ITT team to streamline operations and improve efficiency.
- **Training and Support:** Provide training and support to ITT staff on use of new technologies and tools.
- **Performance Monitoring:** Monitor and evaluate the performance of ITT systems and processes, recommending improvements as needed.

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- Strategic Support: Assist the Director in strategic planning and execution of ITT initiatives.

**Job requirement:**

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field (Master's preferred).
- Proven experience in systems and operations management, preferably within a technology transfer or research environment.
- Strong understanding of AI applications in business processes.
- Excellent project management and organizational skills.
- Ability to work collaboratively with diverse teams.
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills.

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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