

Senior Executive / Assistant Manager, Admissions and  
Financial Aid  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=244956>

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Posted Sep. 17, 2024, set to expire Jul. 5, 2025

**Job Title** Senior Executive / Assistant Manager, Admissions and  
Financial Aid

**Department** Admissions & Financial Aid

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

**Date Posted** Sep. 17, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director  
Senior Executive Officer

**Academic Field(s)** Admissions/Financial Aid

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498775/senior-executive-assistant-manager-admissions-and-financial-aid>

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**Job Description**

## Senior Executive / Assistant Manager, Admissions and Financial Aid

**Job no:** 498775

**Department:** Admissions & Financial Aid

**Contract type:** Contract

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The Senior Executive/Assistant Manager supports the Admissions and Financial Aid Division's key task of attracting and admitting qualified applicants to the Singapore Institute of Technology. He/She is responsible for supporting admissions operations, processes and systems, and applicant journey to meet the University's and Division's objectives. He/She will also be involved in executing outreach, marketing and communications activities aimed at attracting students to SIT and ensuring that target admissions numbers, and the quality set for each course offered by the Institute, are met. This position contributes to supporting all of the Division's focus areas, including admissions operations, recruitment and outreach, financial assistance and scholarships.

**Key Responsibilities:**

- Assist in running the operations of Admissions work; spanning across admissions processes, systems and applicant journey, thereby contributing to meeting admission objectives and targets.
- Assist in developing and implementing marketing strategies and materials to attract suitable, quality students to SIT.
- Assist in organising events such as Open House, road shows, information sessions and outreach talks organised by SIT.
- Committed to providing a positive applicant experience, upholding service standards, professionally managing touchpoints and engagement with prospective students and the public, thereby upholding the image of the University and the Division.
- Work closely with Overseas University partners and SIT Directors of Programmes and Programme Leads to achieve enrolment goals.
- Manage specific functional portfolios/projects which contribute to collective goals.
- Support all of the Division's focus areas, including admissions operations, recruitment and outreach, financial assistance and scholarships.

**Requirements:**

- Degree from a good University or Polytechnic Diploma
- Minimum 2 to 3 years of work experience, preferably with experience in administrative duties and customer service support in the education sector
- Good command of spoken and written English
- Good interpersonal skills required to work with professors, colleagues and students
- Strong commitment to service delivery
- Meticulous with strong organisational and administrative skills
- Able to multi-task, keen to learn, and can work well in a dynamic environment

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- Able to lead in project teams, organise events, and work well in teams
- Able to work with tight deadlines
- Able to remain calm under pressure
- Proficient in Microsoft Office

**Key Competencies:**

- Good communication skills (oral/written/public speaking) and interpersonal skills
- Good customer service skills (Experience in service quality management will be a plus)
- Strong team player
- Ability to be a positive influence to others
- Critical thinking skills
- Foresight and adaptability to learn/change
- Resilience and grit
- Strong operational ability and process-driven capabilities will be an added asset
- Experience with coordinating production shoots and working with creative agencies will be an added asset
- Good understanding of social media marketing trends will be an added asset

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**Advertised:** 17 Sep 2024 Singapore Standard Time

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

**Contact Information**

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

**Contact**

Singapore