

Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=246183>

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Posted Oct. 1, 2024, set to expire Jul. 5, 2025

Job Title Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies)

Department

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Oct. 1, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Teaching & Learning

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498783/senior-manager-centre-for-digital-enablement-digital-skills-and-competencies>

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Job Description

Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies)

Job no: 498783

Department: Centre for Digital Enablement

Contract type: Contract

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The Senior Manager, Centre for Digital Enablement (Digital Skills and Competencies) will play a key role in the Centre's mission to enhance digital literacy and develop digital competencies of students and academic staff. He/She will provide support for module-related operational activities and division-related administration.

Roles and Responsibilities:

- Module coordinator for university modules:
 - Coordinate with internal curriculum team and relevant stakeholders on new learning content or content updates for the module, and making available the content on the learning management system.
 - Oversee the engagement and management of the external validation committee adjuncts and student assessors to support the module.
 - Perform entry of marks at the end of each trimester.
 - Communicate with Programme Leaders and administrative staff on matters relating to the module (such as end of trimester completion progress, workshops, enrolment matters etc.)
 - Work closely with administrative staff to track students' completion progress, address students' queries, plan for workshop and consultation schedules etc.
 - Review existing operation processes and make changes, if necessary, to improve the overall flow of operations.
- Oversee the administration for the digital skills programme for academic staff and students, such as tracking the completion progress, enrolment into the learning management system and answering queries.
- Oversee the planning and execution of an annual key event that promotes digital literacy awareness and learning.
- Assist the Director on the recruitment for headcounts under Digital Skills and Competencies.
- Serve as Reporting Officer for the Assistant Manager(s) or other staff assigned under Digital Skills and Competencies.
- Support the management of the division's budget, including budget planning and tracking division expenditure.
- Ensure adherence to relevant operating policies, systems and practices.
- Any other matters as directed by the Director of the Centre for Digital Enablement.

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Advertised: 01 Oct 2024 Singapore Standard Time

Applications close:

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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