

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 Centre for Digital Enablement

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