

Assistant Manager/Senior Assistant Manager, Academic  
Programmes Administration (Horizontal Team)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=247332>

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Posted Oct. 18, 2024, set to expire Jul. 5, 2025

**Job Title** Assistant Manager/Senior Assistant Manager, Academic  
Programmes Administration (Horizontal Team)

**Department**

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

**Date Posted** Oct. 18, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Teaching & Learning

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498796/assistant-managersenior-assistant-manager-academic-programmes-administration-horizontal-team>

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**Job Description**

## Assistant Manager/Senior Assistant Manager, Academic Programmes Administration (Horizontal Team)

**Job no:** 498796

**Department:** Academic Programmes Administration

**Contract type:** Contract

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The Assistant Manager/Senior Assistant Manager will provide administrative support and be responsible for coordinating and administering various aspects of examination. He/she will ensure smooth and efficient operations spanning across various areas such as managing examination procedures, invigilation processes, managing conduct of examination and post-examination processes, and ensure examination policies and procedures are followed throughout.

**Key Responsibilities:**

- Plan Exams Timetable which includes booking of exam venues, preparing exam seating plans and allocating Chief Invigilators.
- Prepare assignment of exam admin-in-charge for various exam venues.
- Prepare logistics for the exam preparation, e.g. arrange transport for staff to conduct exams.
- Communicate and liaise with SIT Estates Division to ensure proper set up of exam venues, e.g. planning of floor plans for various exam venues, setting up of various exam venues and arranging transport for set up and tear down.
- Contribute to the operational pre-exam processes and take responsibility for overseeing the exams on a designated campus/venue.
- Direction of external invigilators assisting during exam period.
- Coordinate the update of module details to the system.
- Assist in post-examination matters e.g. managing exam records, script checking and archival process.
- Develop and maintain an excellent working relationship with team members and various stakeholders for administration of exam procedures.
- Support efforts to ensure and enhance work quality by defining, collecting and reporting quality indicator data through excel spreadsheets, dashboards and other mechanisms.
- Support efforts related to other programme support assignments as required by Director, Academic Programmes Administration.

**Requirements:**

- Degree/Diploma holder, with minimum 3 years' experience in a similar position, preferably in an educational environment.
- Meticulous with a keen eye for details.
- Efficient and organised.
- Accurate and responsible.
- Good communication and interpersonal skills; good written and oral skills.

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- Able to work under tight timeline and pressure.
- Proficient in Microsoft Office (Excel, Powerpoint, Word).
- Ability to be versatile in working independently and as an excellent team player towards set goals.
- Knowledge of Power Apps and Power BI would be an advantage.

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**Advertised:** 18 Oct 2024 Singapore Standard Time

**Applications close:** 30 Nov 2024 Singapore Standard Time

### Contact Information

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

### Contact

Singapore