Manager/Senior Manager, Registrar's Office
Singapore Institute of Technology

Job Title Manager/Senior Manager, Registrar's Office

Department Registrar's Office

Institution Singapore Institute of Technology

Singapore, , Singapore

Date Posted Nov. 7, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Enrollment Management/Registrar

Job Website https://careers.singaporetech.edu.sg/cw/en/job/498798/managersenior-manager-registrars-office

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Job Description

Manager/Senior Manager, Registrar's Office

Job no: 498798
Department: Registrar's Office
Contract type: Contract
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SIT Registrar's Office is responsible for a range of administrative services at the heart of a vibrant academic community, supporting students, faculty and alumni. It plays a strategic role in academic governance, curriculum management, policy implementation and contingency planning, in addition to its traditional role as custodian of students' records. The Registrar's Office is also the secretariat to Board of Studies and its sub-committees, Board of Examiners, as well as Board of Discipline and Appeals. The successful candidate will join a team who is responsible for the end-to-end planning and operations related to convocation and awards, as well as the division's administrative matters.

Key Responsibilities:

- Organise and coordinate convocation ceremonies, ensuring a memorable and seamless experience for graduands and attendees.
- Collaborate with internal and external stakeholders to ensure smooth proceedings during convocation ceremonies.
- Manage the end-to-end awards cycle, including nominations, selection, award and disbursement.
- Streamline and improve processes related to convocation and awards by leveraging on technology where appropriate to increase efficiency.
- Develop and review strategies to mitigate enterprise risks and ensure business continuity.
- Provide administrative support to the division, including budget management and general administrative matters.
- Contribute to other projects in the Registrar's Office as assigned.

Requirements:

- A recognised degree in any discipline
- Experience in higher education administration or a related field
- Mature, meticulous and possess a high level of integrity
- Strong organisational skills with the ability to handle multiple tasks and deadlines
- Excellent communication skills, both written and verbal
- Ability to work collaboratively with multiple internal and external stakeholders
- Good problem-solving and critical thinking skills
- Experience in event planning is advantageous

Apply now
Advertised: 07 Nov 2024 Singapore Standard Time
Applications close: 31 Jan 2025 Singapore Standard Time

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Contact Information

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

Contact

Singapore