

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

Direct Link: <https://www.AcademicKeys.com/r?job=248396>

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Posted Nov. 7, 2024, set to expire Jul. 5, 2025

**Job Title** Manager/Senior Manager, Registrar's Office

**Department**

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

**Date Posted** Nov. 7, 2024

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**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

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**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