

Manager / Senior Assistant Manager, Office of SITizen
Experience (Leadership Development)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=251048>

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Posted Jan. 3, 2025, set to expire Jul. 5, 2025

Job Title Manager / Senior Assistant Manager, Office of SITizen
Experience (Leadership Development)

Department Office of SITizen Experience

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 3, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Academic Affairs

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498827/manager-senior-assistant-manager-office-of-sitzen-experience-leadership-development>

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Job Description

Manager / Senior Assistant Manager, Office of SITizen Experience (Leadership Development)

Job no: 498827

Department: Office of SITizen Experience

Contract type: Contract

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The Office of SITizen Experience (OSE) is seeking an empathic, personable and highly motivated individual who thrives in dynamic, fast-paced environments to develop, manage, coordinate and implement a comprehensive student leadership programme including advising student leadership teams and mentoring students throughout the year.

The Manager / Senior Assistant Manager will work with a small team to plan and deliver various leadership development initiatives for students in SIT, such as the annual calendar of leadership workshops, module development for co-curricular leadership development and signature programmes such as SITizen Ambassadors and SIT Vanguard. The role will also support the daily operations of the division, including project management, student development and partnership management.

This position contributes to creating a vibrant student life and holistic education at SIT, building upon the Division's 6 Pillars: Campus Connection, Campus Life, Leadership Development, SITizen Services, Wellness and Alumni. These Pillars work together to enrich and empower both students and alumni (also called "SITizens"), maximise their individual potential and create opportunities beyond the classroom to strengthen the SITizen community.

The role will report directly to the Pillar Lead (Leadership Development).

Key Responsibilities

- **Student Leadership Development**
 - Plan and craft leadership development programmes, including programme design, execution and evaluation to ensure optimal student engagement, experience and learning.
 - Mentor and develop students in the Vanguard and SITizen Ambassadors programmes:
 - Encourage and challenge students' personal development and growth through coaching and advising.
 - Create opportunities for professional and personal development, including building meaningful and professional relationships amongst peers and SIT partners.
 - Manage and support any student-led projects and programmes, review and evaluate their proposals, administrative and logistic matters.
- **Pillar Management and Support**
 - Support administration and operational functions of both the Pillar and the Division, including budget management, procurement, data consolidation and report preparation.
- **Event Management**
 - Planning, execution and enhancement of key Pillar initiatives including Vanguard Core Training, SITizen Ambassadors Core Training and the Future Ready Leadership

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Programme.

- Support planning and execution of Division-wide events, such as First Year Experience (Freshmen orientation), SITizens Appreciation Night and New Leaders' Briefing.
- Division Support
 - Intra-Divisional responsibilities shared across the Pillars to promote teamwork and understanding of the Division's role in the holistic education of all students.
 - Any additional ad hoc projects as assigned by the Division leadership.

Requirements

- Minimum bachelor's degree in Business, Education, Adult Education, a Social Science discipline, Counseling or related fields.
- Minimum 3 years' progressively responsible experience in leadership training and programme development, implementation and event management.
- Experience in Institutions of Higher Learning will be added advantage.
- Excellent communication (verbal and written) and interpersonal skills to connect with and bridge students with staff.
- Demonstrates creative thinking, adaptability, and innovation towards continuous improvement in leadership programmes development.
- Good planning and organization skills, with an eye for detail.
- Resourceful, proactive, able to multi-task and work independently within tight timelines.
- Committed team player, who is responsible, reliable and readily works with others to achieve the Division's mission.
- Enjoys working with youths and can work outside of office hours and on weekends when needed.

Submission

- Please include a dossier with your application, which showcases your experience in leadership training programme design, if any. These may include previously designed curriculum, courseware or programme proposals (from needs analysis to programme evaluation).

Task Assessment

- Shortlisted candidates will be required to complete a 30-min task onsite after their in-person interviews, which seeks to test their critical-thinking and communication skills for the abovementioned scope of responsibilities.

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03 Jan 2025 Singapore Standard Time

Applications close: 31 Mar 2025 Singapore Standard Time

Contact Information

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

Contact

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