

Senior Executive / Assistant Manager, Academic
Programmes Administration (HSS)
Singapore Institute of Technology

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Posted Jan. 14, 2025, set to expire Jul. 5, 2025

Job Title Senior Executive / Assistant Manager, Academic
Programmes Administration (HSS)

Department Academic Programmes Administration

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Administration - General

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498835/senior-executive-assistant-manager-academic-programmes-administration-hss>

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Job Description

Senior Executive / Assistant Manager, Academic Programmes Administration (HSS)

Job no: 498835

Department: Academic Programmes Administration

Contract type: Temporary, Contract

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The Senior Executive / Assistant Manager, will be part of the Health and Social Sciences (HSS) Cluster under the Academic Programmes Administration Division, and will provide administrative support to the Cluster in the areas listed below. This is a temporary position (6-months contract).

Key Responsibilities:

- Plan, manage and execute the academic operations of all HSS degree programmes, with focus on continual and practical assessments.
- Liaise with faculty to understand specific needs and requirements for each exam/CAs, especially in practical settings.
- Overseeing the exam administration process, including the distribution and collection of exam materials.
- Implementing and enforcing quality assurance measures to ensure the integrity and fairness of the examination process.
- Ensure data accuracy and confidentiality when handling student grades and exam outcomes.
- Work closely with faculty to schedule Board of Examination (BOE) meetings, generate BOE report and facilitate the meeting along with minutes taking.
- Liaise with different stakeholders for HSS Programme Support, including student claims and professional day support.
- Work closely with relevant stakeholders and assist to support the HSS Admission Interview Exercise 2025.
- Assist in any other functional duties or divisional work as assigned.

Requirements:

- A Diploma or Degree from a recognised Institute of Higher Learning
- Well-versed in Microsoft Office (Excel, Powerpoint, Word)
- Good written and communication skills
- Able to work independently in a fast-paced and dynamic environment
- A highly motivated individual and a good team player

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Advertised: 14 Jan 2025 Singapore Standard Time

Applications close: 28 Feb 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