

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

Direct Link: <https://www.AcademicKeys.com/r?job=255389>

Downloaded On: Apr. 6, 2025 7:38am

Posted Apr. 4, 2025, set to expire Aug. 4, 2025

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

**Department**

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

**Date Posted** Apr. 4, 2025

**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/498894/assistant-managersenior-assistant-manager-academic-programmes-administration-hss>

**Apply By Email**

**Job Description**

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

**Job no:** 498894

**Department:** Academic Programmes Administration

**Contract type:** Contract

[Apply now](#)

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

Direct Link: <https://www.AcademicKeys.com/r?job=255389>

Downloaded On: Apr. 6, 2025 7:38am

Posted Apr. 4, 2025, set to expire Aug. 4, 2025

The Assistant Manager/Senior 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 and Division in the areas listed below.

**Key Responsibilities:**

- Coordinate the operations of the Cluster's undergraduate and/or Continuing Education and Training programmes;
- Manage the administrative tasks and outreach for the programmes as assigned;
- Be a liaison point and provide administrative support to faculty members, students, internal divisions and external stakeholders;
- Manage and monitor operational budget, expenditure and assets;
- Draft reports and papers for submission internally and/or to government agencies, as and when required;
- Assist with the reviews of contractual agreements with external stakeholders;
- Plan and organize meetings and serve as secretariat for meetings convened at Cluster/Programme/Committee level;
- Participate in the review and improvement of academic work processes and systems, in line with the Cluster's and Division's strategic and operating plans;
- Plan and organise programme accreditation;
- Other Cluster, programme or division support assignments as and when required.

**Requirements:**

- A Degree from a recognised Institute of Higher Learning, or extensive skills or experience in lieu of a degree.
- Proven track record with at least 3 years of experience, preferably in an educational environment, with exposure to systems and operational work.
- Proficient in Microsoft Office (Excel, Powerpoint, Word). Familiarity with automation tools, Systems Thinking and Lean Transformation models would be an advantage.
- Good written and communication skills.
- A highly motivated and adaptive individual, who is able to work independently yet cohesively within a team, in a fast-paced and dynamic environment.

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

Direct Link: <https://www.AcademicKeys.com/r?job=255389>

Downloaded On: Apr. 6, 2025 7:38am

Posted Apr. 4, 2025, set to expire Aug. 4, 2025

[Apply now](#)

**Advertised:** 04 Apr 2025 Singapore Standard Time

**Applications close:** 31 Jul 2025 Singapore Standard Time

### Contact Information

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

### Contact

Singapore