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

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

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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