

Assistant Manager (Academic Records and Student
Conduct)
Singapore Institute of Technology

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Posted Apr. 11, 2025, set to expire Aug. 11, 2025

Job Title Assistant Manager (Academic Records and Student Conduct)
Department Registrar's Office
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Apr. 11, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs

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Job Description

Assistant Manager (Academic Records and Student Conduct)

Job no: 498901

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

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governance, curriculum management, policy implementation and contingency planning, in addition to its traditional role as the custodian of students' records. The Registrar's Office is also the secretariat to Board of Studies and its sub-committees, Board of Examiners, Board of Discipline and Appeals.

The role will involve overseeing assessment results-related matters and serving as the secretariat to the Board of Examiners for both Pre-Employment Training (PET) and Continuing Education Training (CET) learners. This includes assisting in the implementation and management of CET programmes to ensure smooth operation and integration with the overall academic framework.

The role is also responsible for student discipline and grievance matters, as well as assisting in the review of student disciplinary policies and procedures.

The successful candidate will report to the Manager in Registrar's Office and work closely with the CET team.

Key Responsibilities:

- Manage assessment results-related processes such as Review of Results, Provost's List and provision of results-related data to requestors.
- Assist in the results processing for all learners.
- Assist in preparation of academic transcripts.
- Provide Secretariat support to the Board of Examiners.
- Assist in student disciplinary and grievance matters, including the provision of secretariat and administrative support to the Board of Discipline and Board of Appeal (Student Discipline).
- Provide guidance to faculty and liaise with related divisions on the management of student disciplinary matters.
- Support the division in administrative matters and projects as assigned.

Requirements:

- Bachelor's degree in any discipline with at least 3 years' experience in results processing-related matters is preferred.
- Having experience in handling CET-related matters, case management and/or managing student disciplinary matters.
- Prior experience in using student information systems and automation tools will be an added advantage.
- Proficient in Microsoft Office and Excel applications.
- Demonstrate growth mindset and possess systems thinking.

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- Good written and verbal communication skills.

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Advertised: 11 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