

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

Direct Link: <https://www.AcademicKeys.com/r?job=256318>

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Posted Apr. 29, 2025, set to expire Aug. 29, 2025

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

**Department** Academic Programmes Administration

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

**Date Posted** Apr. 29, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Administration - Academic Unit

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498915/assistant-managersenior-assistant-manager-academic-programmes-administration-eng>

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**Job Description**

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

**Job no:** 498915

**Department:** Academic Programmes Administration

**Contract type:** Contract

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The Assistant Manager/Senior Assistant Manager will be part of the Engineering Cluster within the Academic Programmes Administration Division. The role will provide administrative support in the areas listed below.

**Key Responsibilities**

- Plan and manage the operations of both new and existing degree programmes
- Coordinate class timetables and schedules; support the booking of facilities as required
- Assist in student enrolment and module registration
- Assist in compiling students results and preparing related reports and presentations
- Organize and manage assessments and events, including briefings, meetings, talks, workshops and dialogue sessions
- Administer procurement processes within cluster
- Work closely with internal and external counterparts, including collaborators, overseas universities and polytechnics
- Record and maintain meeting notes or minutes
- Handle student-related matters such as processing claims and withdrawals
- Support the preparation process for programme accreditation
- Carry out additional programme support tasks as assigned by Cluster Director, Director of Programmes or Programme Leaders

**Job Requirements**

- A degree from a recognized institute of higher learning
- At least 3 years' of proven experience in a similar role, preferably within an educational environment
- Proficient in Microsoft Office applications, including Excel, Powerpoint, Word
- Adaptable and able to work both independently and collaboratively as a strong team player to achieve objectives
- Excellent communication and interpersonal skills; with excellent written and verbal proficiency
- Highly organized and detail-oriented, with a keen eye for accuracy and completeness

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**Advertised:** 29 Apr 2025 Singapore Standard Time

**Applications close:** 31 May 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