

Assistant Manager/Senior Assistant Manager, Registrar's
Office
Singapore Institute of Technology

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Posted May 7, 2025, set to expire Sep. 6, 2025

Job Title Assistant Manager/Senior Assistant Manager, Registrar's
Office

Department Registrar's Office

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted May 7, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Enrollment Management/Registrar

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498924/assistant-managersenior-assistant-manager-registrars-office>

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Job Description

Assistant Manager/Senior Assistant Manager, Registrar's Office

Job no: 498924

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

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academic community, supporting students, faculty and alumni. It plays a strategic role in academic 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 successful candidate will have the opportunity to work with multiple stakeholders within and outside the Registrar's Office to support the running of the Continuing Education and Training (CET) programmes at SIT.

Key Responsibilities:

- Establish and perform CET processes, including matriculation, update of student records, result processing and printing of transcripts & certificates.
- Use the various IT systems to execute and streamline the CET mark entry and result processes.
- Assist in reviewing and refining policies and guidelines for CET programmes.
- Work with internal divisions (e.g. Finance, IT, etc.) to implement a student management system for CET programmes.
- Provide guidance to faculty members and liaise with other divisions on the management of CET programmes.
- Respond to enquiry emails from internal divisions, external stakeholders and students.
- Manage the CET-related content on the website and student intranet.
- Ensure that the standard operating procedures are updated whenever there are new policies and procedures.
- Maintain proper documentation and archival of information.
- Contribute to other projects in the Registrar's Office.

Requirements:

- A recognised degree in any discipline.
- 3-5 years of relevant work experience.
- Proficiency in relevant software and computer applications, such as Microsoft word, excel, powerpoint etc.
- Strong administrative skills. Meticulous in keeping track of student progress and completing tasks within set timelines.
- Customer service oriented and possessing a positive attitude to approach work challenges.
- Open minded team player who keeps the team goals in view.
- Good communications skills in both written and spoken to handle diverse stakeholders.

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- Able to demonstrate the ability to adapt to change and work efficiently in a fast-paced environment.

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Advertised: 07 May 2025 Singapore Standard Time

Applications close: 31 Aug 2025 Singapore Standard Time

Contact Information

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

Contact

Singapore