

Assistant Manager/Senior Executive, Office of SITizen
Experience (11-months contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=256993>

Downloaded On: Aug. 21, 2025 11:53pm

Posted May 14, 2025, set to expire Sep. 13, 2025

Job Title Assistant Manager/Senior Executive, Office of SITizen
Experience (11-months contract)

Department Office of SITizen Experience

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted May 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Administration - General

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498928/assistant-managersenior-executive-office-of-sitizen-experience-11months-contract>

Apply By Email

Job Description

Assistant Manager/Senior Executive, Office of SITizen Experience (11-months contract)

Job no: 498928

Department: Office of SITizen Experience

Contract type: Temporary

[Apply now](#)

**Assistant Manager/Senior Executive, Office of SITizen
Experience (11-months contract)
Singapore Institute of Technology**

Direct Link: <https://www.AcademicKeys.com/r?job=256993>

Downloaded On: Aug. 21, 2025 11:53pm

Posted May 14, 2025, set to expire Sep. 13, 2025

Reporting to the Office of SITizen Experience - Alumni Pillar lead, this position will assist the Team and Division in implementing SIT's strategy for fostering excellent alumni relations. Working closely with the team, he/she will help develop alumni engagement initiatives as well as plan and implement alumni programmes and activities to increase the depth and diversity of SIT's relationships with its alumni community while turning alumni into lifelong advocates. Collaborating closely with the team, the successful candidate will work towards maximising the interest of future alumni and alumni in further advancing SIT's vision and mission.

This is an 11-months contract position.

Key Responsibilities:

- Plan, coordinate and organise alumni events, which include but are not limited to: Alumni Reunion, homecoming, monthly engagement activities.
- Manage the SIT Alumni Lounge to provide high service to alumni and hosted events.
- Recruit and manage the student host to support alumni duties and alumni lounge.
- Manage alumni benefit and services with other administrative duties.
- To be prepared to meet face to face with notable, influential or prominent alumni, encouraging them to participate in alumni events or making the initial approach to cultivate support, volunteerism and giving.
- Assist in conceptualising and developing effective marketing and publicity collaterals in consultation with team members.
- Support the pre-alumni strategic to engage student before they graduate.
- Develops, sustains and strengthens alumni groups.
- Work collaboratively across the Alumni Team and Office of SITizen Experience pillars in the management of events and workshops.
- Collaborate with colleagues from other divisions on programmes that engage alumni through multiple channels such as academic programmes and events.
- Maintain and update records of forthcoming events and track alumni attendance at events.
- Perform other duties and manage projects as required by the Division to further SIT's Office of SITizen Experience work.

Requirements:

- A recognised degree.
- Experiences in organising events and relationship management, preferably in an institution of higher learning.

Assistant Manager/Senior Executive, Office of SITizen
Experience (11-months contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=256993>

Downloaded On: Aug. 21, 2025 11:53pm

Posted May 14, 2025, set to expire Sep. 13, 2025

- Proficiency in Microsoft Office (Excel, Powerpoint, Word).
- A background or strong interest in graphic design (and related software), is a plus.
- Experience and good knowledge of System data are added advantages.
- Excellent writing and communication skills.

[Apply now](#)

Advertised: 14 May 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