

Senior Executive, Global Experience (Temporary)
Singapore Institute of Technology

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Posted Jul. 7, 2025, set to expire Nov. 3, 2025

Job Title Senior Executive, Global Experience (Temporary)

Department Global Experience

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 7, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Teaching & Learning

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498962/senior-executive-global-experience-temporary>

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Job Description

Senior Executive, Global Experience (Temporary)

Job no: 498962

Department: Global Experience

Contract type: Temporary

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We are seeking a motivated and detail-oriented **Senior Executive (Temporary)** to join our Global Experience Division. In this role, you will be responsible for processing and verifying Post-Secondary

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Education Account (PSEA) claims, assisting students with financial documentation and loan repayments, coordinating overseas study loans and mobility programmes, and working closely with staff and faculty to support student-related initiatives. You will also maintain accurate records and handle student inquiries effectively.

Key Responsibilities

- Process and verify Post-Secondary Education Account (PSEA) claims for tuition, annual fees, and approved overseas programmes, ensuring all documentation and eligibility criteria are met.
- Support students in submitting PSEA Standing Order and Ad Hoc Withdrawal forms, and liaise with relevant authorities for application outcomes and fund disbursement.
- Advise students on the use of PSEA funds for repayment of government education loans, including Tuition Fee Loan, Study Loan, and Overseas Student Programme Loan.
- Coordinate and track applications for overseas study loans and financial assistance, including study loan and tuition fee loan schemes.
- Provide guidance on application timelines, eligibility, and required documentation for overseas mobility programmes.
- Liaise with staff and faculty to support students participating in overseas immersion and exposure programmes.
- Maintain accurate records and ensure data compliance with institutional requirements.
- Respond to student enquiries regarding financial schemes, PSEA usage, and loan repayments.

Job Requirements

- Diploma holder with experience in higher education administration or student services preferred.
- Strong organisational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team in a fast-paced environment.
- Familiarity with financial assistance schemes, PSEA policies, and global mobility operations is an advantage.

We offer a hybrid work arrangement that combines remote and in-person work, subject to work exigencies.

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Advertised: 04 Jul 2025 Singapore Standard Time

Applications close: 31 Oct 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