

Assistant Manager, Centre for Digital Enablement
Singapore Institute of Technology

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Posted Jul. 27, 2023, set to expire Jul. 5, 2024

Job Title Assistant Manager, Centre for Digital Enablement
Department Centre for Digital Enablement
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 27, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Undergraduate Education
Computing/Informational Services

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Job Description

Assistant Manager, Centre for Digital Enablement

Job no: 498473

Department: Centre for Digital Enablement

Contract type: Temporary

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The Centre for Digital Enablement drives the digital transformation initiatives within SIT. It works with various stakeholders, both internal and external, in upskilling digital literacy across the organization through literacy programmes and digital innovation projects in relation to the living lab.

The Assistant Manager will be responsible for supporting the development and delivery of digital skills related literacy courses to undergraduates in various programmes and academic staff as part of the institutional drive towards digitalization. You will also support the administration of recruitment and engagement of students for work under the Student Talents as A Resource (STaR) programme.

Key Responsibilities

- Support the elearning design and development of digital skills literacy related courses to undergraduate students in various programmes and staff. It includes project managing students who may be engaged on elearning design projects.
- Support the administration duties for student engagement under Student Talents as a Resource (STaR) programme and SITizen Ambassadors
- Organise hackathons or events to promote digital skills awareness/adoption.
- Support the management of external courses, including designing eDMs for publicity, enrollment of learners, tracking of completion, answering queries, reports generation
- Inventory / asset management

Job Requirements

- Degree from a good University or Polytechnic Diploma
- Minimum 2 to 3 years of work experience, preferably with experience in elearning design and administrative duties
- Candidates with IT knowledge or background are preferred
- Able to multi-task, keen to learn, and can work well in a dynamic environment
- Able to lead in project teams and organise events, as well as the ability to work well in teams.
- Able to work with tight deadlines
- Good interpersonal skills and ability to work individually or in a team and with other divisions.
- Innovative mindset and passion in digital technology is required.

The successful candidate will be offered a one-year contract with option to renew.

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Advertised: 27 Jul 2023 Singapore Standard Time

Applications close:

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31 Aug 2023 Singapore Standard Time

Contact Information

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

Contact

Singapore