

Senior Assistant Manager, Registrar's Office (Academic
Records & Student Discipline)
Singapore Institute of Technology

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Posted Sep. 29, 2023, set to expire Jul. 5, 2024

Job Title Senior Assistant Manager, Registrar's Office (Academic
Records & Student Discipline)

Department Registrar's Office

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Sep. 29, 2023

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/498521/senior-assistant-manager-registrars-office-academic-records-student-discipline>

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Job Description

Senior Assistant Manager, Registrar's Office (Academic Records & Student Discipline)

Job no: 498521

Department: Registrar's Office

Contract type: Contract

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The role will involve overseeing assessment results-related matters and secretariat to the Board of Examiners.

The role is also responsible for student discipline and grievance matters, as well as assisting in the review of related policies and procedures.

Successful candidate will report to Assistant Director (Registrar's Office) and will be working closely with senior management.

Key Responsibilities

- Assist in assessment operations such as results submission and processing.
- Assist in preparation of academic transcripts, Provost list and degree conferment.
- Be a secretariat to the Board of Examiners.
- Manage student disciplinary and grievance matters, including the provision of secretariat and administrative support to the Board of Discipline and Board of Appeal (Student Discipline).
- Assist in reviewing and refining policies, guidelines and procedures relating to student discipline.
- Provide guidance to faculty members and liaise with related divisions on the management of student discipline matters.
- Support in division's administrative matters and projects as assigned.

Job Requirements

- Bachelor's degree in any discipline with at least 3 years' experience in examination matters is preferred.
- Experience with case management, managing student disciplinary matters will be an advantage.
- Experience in automation tools and programming skills will be an advantage.
- Familiarity with student information systems will be an advantage.
- Proficient in Microsoft Office applications.
- Demonstrate growth mindset and possess systems thinking.
- Good written and verbal communication skills.

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Advertised: 29 Sep 2023 Singapore Standard Time

Applications close: 28 Oct 2023 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