

Manager/Senior Manager (Career Education), Centre for  
Career Readiness  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=224411>

Downloaded On: May. 9, 2024 10:01am

Posted Oct. 25, 2023, set to expire Jul. 5, 2024

**Job Title** Manager/Senior Manager (Career Education), Centre for Career  
Readiness

**Department** Centre for Career Readiness

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Oct. 25, 2023

**Application** Open until filled  
**Deadline**

**Position Start** Available immediately  
**Date**

**Job Categories** Director/Manager

**Academic Field(s)** Student Affairs

**Job Website** [https://careers.singaporetech.edu.sg/cw/en/job/498540/managersenior-  
manager-career-education-centre-for-career-readiness](https://careers.singaporetech.edu.sg/cw/en/job/498540/managersenior-manager-career-education-centre-for-career-readiness)

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**Job Description**

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**Job no:** 498540

**Department:** Centre for Career Readiness

**Contract type:** Contract

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The Senior Manager, Career Education will form part of a team of trainers, responsible for providing customised career skills workshops for SIT students including adult learners. The candidate will work with team members to identify, design and conduct career skills workshops to equip SIT students with career skills.

### **Key Responsibilities**

1. Manage the development of career skills education for SIT students which include the following:
  - Work with team to conceptualise, design, and develop engaging career skills learning materials for physical, full online and blended learning courses suitable for adult learners (AL) that will meet SIT's curriculum requirements
  - Work with team to review teaching methods that align with new technologies and approaches in education and ensure teaching materials meet SIT's curriculum requirements
  - Recommend and take charge of the potential use of learning technology and systems to support learning experience (*this cuts across PET and AL*)
  - Conducts career skills workshops, be it online or face to face mode
  - Evaluates effectiveness of training programmes and provide recommendations for improvement
  - Develops and organises career materials, multimedia visual aids, etc that will support students in their career preparation. This includes sourcing for or creating online materials
  - Maintains and proposes online career-related resources that will support students in their career development
  - Work with training providers, where necessary, to roll out new career skills workshops
2. Any other duties as assigned by Associate Vice President, Centre for Career Readiness

### **Requirements**

- Bachelor degree from a good University with at least 8 years of relevant work experience,

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preferably with a teaching or training and development qualifications

- Experience working with adult learners would be advantageous
- Excellent oral and written communication and interpersonal skills
- Excellent presentation, training and facilitation skills
- Strong administrative and IT or media skills
- Passionate about helping students and able to relate to students and understand issues/problems quickly

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**Advertised:** 25 Oct 2023 Singapore Standard Time

**Applications close:** 24 Dec 2023 Singapore Standard Time

### Contact Information

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

### Contact

Singapore