

Assistant Manager, Academic Programmes Administration  
(ENG)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=224565>

Downloaded On: May. 9, 2024 6:17am

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

**Job Title** Assistant Manager, Academic Programmes Administration  
(ENG)

**Department**

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

**Date Posted** Oct. 27, 2023

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Teaching & Learning  
Administration - Academic Unit

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498542/assistant-manager-academic-programmes-administration-eng>

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**Job Description**

## Assistant Manager, Academic Programmes Administration (ENG)

**Job no:** 498542

**Department:** Academic Programmes Administration

**Contract type:** Contract

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The Assistant Manager will be part of the Engineering Cluster under the Academic Programme Administration Division. This role will currently be stationed at SIT@Dover. SIT will be moving to Punggol in 2024. He/She will provide administrative supports to the Programme Leaders in the areas listed below.

**Key Responsibilities:**

- Plan and manage the operations of new / existing degree programmes
- Assist in timetabling / scheduling of classes, as well as booking of facilities
- Assist in exam matters such as organising BOE meeting and preparing BOE slides
- Organise and manage events such as workshops, meetings and dialogue sessions
- Support university events e.g. graduation ceremony, open house etc
- Administer procurement process for various programmes
- Work closely with external counterparts such as Collaborators, Overseas Universities and Polytechnics
- Record notes or minutes of meetings
- Manage student related matters such as processing student claims and withdrawal
- Involved in preparation for programme accreditation
- Other programme support assignments as required by the Cluster Director, Programme Leader, or Director of Programmes.

**Job Requirements:**

- Diploma/Degree from a good university
- Proven track record with minimum 3 years' experience in a similar position, preferably in an educational environment
- Proficient in Microsoft Office (Excel, Powerpoint, Word)
- Ability to be versatile in working independently and as an excellent team player towards set goals
- Good communication and interpersonal skills; good written and oral skills
- Organised and meticulous with a keen eye for details and any missing information.

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**Advertised:** 27 Oct 2023 Singapore Standard Time

**Applications close:** 26 Nov 2023 Singapore Standard Time

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**Contact Information**

Please reference Academickeys in your cover letter when  
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**Contact**

Singapore