

Senior Executive, Student Life (Sports Development) (1-year contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=225497>

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Posted Nov. 10, 2023, set to expire Jul. 5, 2024

Job Title Senior Executive, Student Life (Sports Development) (1-year contract)

Department Student Life

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Nov. 10, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Student Affairs
Athletics

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498553/senior-executive-student-life-sports-development-1year-contract>

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Job Description

Senior Executive, Student Life (Sports Development) (1-year contract)

Job no: 498553

Department: Student Life

Contract type: Temporary

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The Senior Executive, Student Life (Sports Development) is responsible for coordinating, managing and executing key student development initiatives in SIT. The role requires the individual to support daily operations of the division, which includes project management, student relationship development and partnership management. The position contributes to the creation of a vibrant student life and university campus, building upon the division's core 8 Pillars: Campus Engagement, Counselling Services, Diversity and Inclusion, Global Citizenship, Leadership Development, Performing Arts, Sports Development, and Student Organisations. These pillars exist to create a holistic educational environment to enrich and empower students, develop their leadership skills and create opportunities to build the community. The Senior Executive reports directly to the Team Lead overseeing the respective pillars in the Student Life.

Key Responsibilities

- Communicate closely with internal and external stakeholders to ensure all needs have been considered when developing student life facilities, e.g. gym, studios, clubrooms, lounges, operation plans, etc.
- Have an excellent knowledge of sports and recreational facilities.
- Manage facilities reservations via prevailing booking avenues, including ensuring pre and post-event provisions are in order.
- Execute periodic stock-take and disposal of managed inventory and assets.
- Conduct periodic inspection of facilities and interacting with users to identify areas for improvement.
- Assume the role as a staff advisor to manage 8 to 12 student groups. Mentor and develop student leaders in the clubs and committees under Sports Development through continuous learning. Review and evaluate clubs and committees' proposals, budget, administrative and logistic matters.
- Build student relationships and hone their leadership qualities, develop their potential and talents by engaging them through programme-based and special interest activities.
- Review, develop and coordinate existing and new programmes/events and processes, ensuring optimal student engagement, experience, and learning.
- Manage and guide sports teams through Tertiary competitions locally and regionally. e.g. Singapore University Games (SUniG), Institute-Varsity-Polytechnic Games (IVP), ASEAN University Games (AUG), etc.
- Ensure students' safety and well-being by developing relevant initiatives and programmes, including risk management, responding to issues and challenges in a diverse environment.
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Help students understand and build meaningful relationships with multiple partners within the community.

- Network with external partners and stakeholders to create enriching opportunities for students to develop their potential, talent and skills.
- Carry out administrative functions which include developing the specifications / requirements for the procurement of goods and services and budget management.
- Ad hoc projects as assigned by Team Lead and Director of Student Life.

Job Requirements

- A tertiary qualification in any discipline; at least 2 years of relevant experience in a similar position in an educational/community/corporate environment would be an advantage.
- Previous sport and leisure experience is considered an advantage
- Strong planning, organizational and coordinating capabilities with excellent administrative skills
- Good communication (verbal and written) and interpersonal skills, to connect with students, and bridge students with staff.
- Passionate, positive attitude with the ability to be innovative and think out of the box.
- Adaptable, able to multitask and work independently within tight timelines.
- Committed team player, responsible, reliable and able to work with others to achieve division mission.
- Ability and willingness to work outside of office hours and on weekends.

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Advertised: 10 Nov 2023 Singapore Standard Time

Applications close: 31 Dec 2023 Singapore Standard Time

Contact Information

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

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