

Assistant Manager/Senior Assistant Manager, Registrar's  
Office (Student Conduct)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=228594>

Downloaded On: May. 9, 2024 4:41pm

Posted Jan. 10, 2024, set to expire Jul. 5, 2024

**Job Title** Assistant Manager/Senior Assistant Manager, Registrar's  
Office (Student Conduct)

**Department** Registrar's Office

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

**Date Posted** Jan. 10, 2024

**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/498592/assistant-managersenior-assistant-manager-registrars-office-student-conduct>

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**Job Description**

## Assistant Manager/Senior Assistant Manager, Registrar's Office (Student Conduct)

**Job no:** 498592

**Department:** Registrar's Office

**Contract type:** Contract

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The Assistant Manager/Senior Assistant Manager is responsible for student conduct and grievance matters and assists in the review and implementation of related policies and procedures. Successful candidate will report to Assistant/Deputy Director (Registrar's Office) and will be working closely with senior management.

### **Key Responsibilities**

- Manage student conduct 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 conduct
- Assist in interviews, documentation and reporting of student misconduct and grievance cases
- Provide guidance to academic staff and liaise with related divisions and external law enforcement authorities on student misconduct matters
- Conduct briefings to faculty members and students on student conduct and discipline
- Support in division's administrative matters and projects as assigned

### **Job Requirements**

- A recognised degree
- Experience in handling student conduct and grievance matters
- Experience in student development, counselling or discipline is advantageous
- Good written and verbal communication skills.
- Proficient in Microsoft Office applications
- Detail-oriented and meticulous

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**Advertised:** 10 Jan 2024 Singapore Standard Time

**Applications close:** 31 Jan 2024 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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**Contact**

Singapore