

Senior Manager / Assistant Director, Global Experience
Singapore Institute of Technology

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Posted Jan. 11, 2024, set to expire Jul. 5, 2024

Job Title Senior Manager / Assistant Director, Global Experience
Department Global Experience
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 11, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director
Director/Manager

Academic Field(s) Administration - General

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498593/senior-manager-assistant-director-global-experience>

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Job Description

Senior Manager / Assistant Director, Global Experience

Job no: 498593

Department: Global Experience

Contract type: Contract

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The candidate will drive overseas mobility programmes, such as the Overseas Integrated Work Study

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Programme, to achieve SIT's objectives. He/she must work closely with colleagues, especially those from the academic clusters, to develop and enhance overseas mobility programmes that align to SIT's applied learning pedagogy. He/she must:

Key Responsibilities:

- Design and implement strategies to develop overseas mobility programmes while ensuring that they align with academic goals and university policies.
- Build a network of external stakeholders including companies, overseas universities, government ministries/agencies and international organisations to support the programmes.
- Develop resources that help to enrich the experiences of SIT students while they are on the overseas mobility programmes e.g. events that students can attend, interest groups that they can associate with.
- Work closely with SIT colleagues to enhance existing relationships with key partners (e.g. partner universities, companies), for the benefit of SIT's various programmes.
- Administer and operationalize overseas mobility programmes by:
 - Providing guidance and support to students, including pre-departure briefing, risk management, on-site support, and post trip reflections.
 - Monitoring the Key Performance Indicators of the various mobility programmes for reporting to senior management and government ministries/agencies.
 - Preparing and managing budgets to support the overseas mobility programmes

Job Requirements:

- Degree or higher qualification from a recognised university.
- At least 8 years' of experience in running programmes with overseas exposure; or within an academic environment.
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Enjoys solving problems and has excellent critical thinking skills.

- Excellent time management and ability to multi-task and to prioritise work while being meticulous and organized.
- Excellent written and oral communication and interpersonal skills, with the ability to relate to both external stakeholders and corporate leaders.
- A self-starter, independent, resourceful and adaptable.
- Able to travel frequently for work.

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Advertised: 11 Jan 2024 Singapore Standard Time

Applications close: 29 Feb 2024 Singapore Standard Time

Contact Information

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

Contact

Singapore