

Senior Executive, Office of SITizen Experience (Campus Engagement) (1-year contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=228865>

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Posted Jan. 16, 2024, set to expire Jul. 5, 2024

Job Title Senior Executive, Office of SITizen Experience (Campus Engagement) (1-year contract)

Department Office of SITizen Experience

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 16, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Senior Executive Officer

Academic Field(s) Student Affairs

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498596/senior-executive-office-of-sitizen-experience-campus-engagement-1year-contract>

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Job Description

Senior Executive, Office of SITizen Experience (Campus Engagement) (1-year contract)

Job no: 498596

Department: Office of SITizen Experience

Contract type: Temporary

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The Senior Executive, Office of SITizen Experience (Campus Engagement) is responsible for coordinating, managing and executing key student development initiatives in SIT. The Senior Executive will be tasked with daily operations of the division, which includes project/event management, student development and facility management. The position contributes to the creation of a vibrant student life, 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 for students to network with industry partners.

The Senior Executive reports to the Team Lead of the Campus Engagement pillar in the Office of SITizen Experience Division.

Key Responsibilities

- The Senior Executive is responsible in assisting the Team Lead and the team in delivering key programmes in Campus Engagement pillar.
- Support the staff-in-charge in the clubs and committees through continuous learning. Assist in reviewing clubs and committees' proposals, budget, administrative and logistic matters.
- Engage students through programme-based and special interest's activities.
- Support the planning and execution of major events such as Student Leaders Awards Night, Student Leaders Town Hall, First Year Experiences (Orientation), Leadership trainings and any other campus engagement events.
- Ensure compliance to all relevant guidelines and policies during events and trainings planning and procurement.
- Carry out administrative functions which include but not limited to procurement.
- Ad hoc projects as assigned by the Team Lead, Assistant Director and the Director of Office of SITizen Experience.

Job Requirements

- Degree/Diploma from a good Institution.
- Prior working experience in event management will be advantageous.
- Good communication (verbal and written) and interpersonal skills, to connect with students.
- Creative thinking, adaptable, and ability to be innovative and think out of the box.
- Good planning and organisational skills, with eye for details.
- Passionate, positive attitude, able to multitask and work independently within tight timelines.

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- 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.

The successful candidate will be offered a 1-year contract with an opportunity for further renewal.

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Advertised: 16 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.

Contact

Singapore