

Manager (Career Education), Centre for Career
Readiness
Singapore Institute of Technology

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Posted Jan. 19, 2024, set to expire Jul. 5, 2024

Job Title Manager (Career Education), Centre for Career Readiness
Department Centre for Career Readiness
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jan. 19, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Teaching & Learning

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498540/manager-career-education-centre-for-career-readiness>

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Job Description

Manager (Career Education), Centre for Career Readiness

Job no: 498540

Department: Centre for Career Readiness

Contract type: Contract

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The Manager, Career Education will form part of a team of trainers, responsible for providing customised career skills workshops for SIT students including adult learners. The candidate will work

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with team members to identify, design and conduct career skills workshops to equip SIT students with career skills.

Key Responsibilities

1. Manage the development of career skills education for SIT students which include the following:
 - Work with team to conceptualise, design, and develop engaging career skills learning materials for physical, full online and blended learning courses suitable for adult learners (AL) that will meet SIT's curriculum requirements
 - Work with team to review teaching methods that align with new technologies and approaches in education and ensure teaching materials meet SIT's curriculum requirements
 - Recommend and take charge of the potential use of learning technology and systems to support learning experience (*this cuts across PET and AL*)
 - Conducts career skills workshops, be it online or face to face mode
 - Evaluates effectiveness of training programmes and provide recommendations for improvement
 - Develops and organises career materials, multimedia visual aids, etc that will support students in their career preparation. This includes sourcing for or creating online materials
 - Maintains and proposes online career-related resources that will support students in their career development
 - Work with training providers, where necessary, to roll out new career skills workshops
2. Any other duties as assigned by Associate Vice President, Centre for Career Readiness

Requirements

- Bachelor degree from a good University with at least 8 years of relevant work experience, preferably with a teaching or training and development qualifications
- Experience working with adult learners would be advantageous
- Excellent oral and written communication and interpersonal skills
- Excellent presentation, training and facilitation skills
- Strong administrative and IT or media skills
- Passionate about helping students and able to relate to students and understand issues/problems quickly

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19 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