

Executive (Department of Psychology) – 008BF

Description

- Provide administrative support for Roots & Wings 2.0 programme (e.g. timetabling, appeals, queries from students, logistical support for instructors).
- Manage Continuing Education & Training programmes.
- Assist with undergraduate matters where necessary.
- Administer examination/assessment processes (e.g. checking of marks, examination administrative duties).
- Other tasks as assigned by the Head or supervisor.

Qualifications

- A degree in any discipline
- Proficient in Microsoft Office
- Excellent communication skills
- Good interpersonal skills
- Team player
- Willingness to learn
- Relevant work experience in administration or education-related fields will be advantageous

How to Apply

Go to <http://www.nus.edu.sg/careers/> → Executive & Professional Positions.
Search for **Job Number 008BF** and click on “Apply” to apply online.

Application Deadline

27 June 2018

Job Function

Executive & Professional

Schedule

Full-time - Fixed Term (Contract)