



## **JOB DESCRIPTION**

### **EXECUTIVE, FULLTIME PROGRAMS**

#### **Mission:**

The Program Executive is responsible for visa application and support of incoming students and provides administrative support for full time programs team

#### **Reporting to:**

Senior Assistant Manager, Fulltime Programs

#### **Key Accountabilities:**

##### **1) Support and Liaise with students prior to their arrival and on campus as a primary point of contact**

- Responsible for online ICA Student pass applications and cancellations
- Advise students on accommodation, visa, student pass and other practical matters

##### **2) Ensure that all our data related to students are always updated and ready for reporting**

##### **3) Program support**

- Create/update shared internal documents and liaise with staff members for efficient team work
- Help in the organization of orientation day for new students,

##### **4) Prepare course material & exams**

- Collect course material and supervise its printing and its distribution
- Prepare exam sets and invigilate exams as and when required

##### **5) Executes additional tasks if needed to ensure the smooth running of our programs**

#### **Job Qualification:**

- Higher secondary certificate/relevant Diploma
- Knowledge of Singaporean immigration laws and visa application
- Minimum of 1 year of relevant experience at least working with international students
- Working knowledge of Excel and data management

#### **ESSEC Business School, Asia-Pacific**

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- Should be organized, precise and consistent in the delivery of results
- Customer service oriented skills
- Ability to assimilate data being written and oral
- Develops and maintains positive working relationships with other team members
- High customer service ethic – is passionate about assisting students
- Time management skills with the ability to multi-task, prioritise and work independently
- Able to deal with confidential information
- Preferably Junior Executive specialized in Education or equivalent.

*This is a non-exhaustive list of duties and can evolve with time.*

**Terms :**

- Type of contract : Permanent
- Place of Work : 5 Nepal Park, Singapore 139408
- How to apply : Please submit your application to [jobs.apac@essec.edu](mailto:jobs.apac@essec.edu)