



JOB DESCRIPTION
ASSISTANT MANAGER, ACADEMIC AFFAIRS
(Contract)

Academic Affairs Department

The Academic Affairs department is instrumental in the students' journey and experience in ESSEC. Every touch point of experience in terms of administration support from our staff members in Academic Affairs makes a difference in the students' experience.

The position is a short-term contract of close to 1 year starting from Nov / Dec 2020 till Nov 2021 and the job incumbent will be covering for an impending staff who will be going on maternity leave. It is fundamental that the job incumbent must be able to commit for the full duration of the short term contract.

The Assistant Manager, Academic Affairs is responsible for the smooth running of the programs he/she oversees.

Key Responsibilities

Academic Program Coordination for all assigned courses

- Provide program related support for Professors/External Lecturers including contractual documentation
- Prepare program schedules including classroom booking
- Maintain the program website by updating the essential documentation and course materials
- Supervision of program – including monitoring student attendance, examination coordination & communication, grades, and relaying general student announcements
- Maintain students' records
- Consolidate program expenses
- Raise program related purchase requests on procurement system
- Tracking program expenses
- Assist in travel claims/reimbursement/payment, if any, for lecturers from overseas
- Set up/Coordinate Teleconference, Zoom / Google Meet meetings with virtual counterparts in collaboration with the IT team

Students support

- Prepare attestation letters
- Co-ordinate the transcript issuance (if required)
- Ensure attendance are accurately managed, ie data entry and follow-up with absences

ESSEC Business School, Asia-Pacific

5 Nepal Park – Singapore 139408 – Tel. +65 6884 9780 – Fax +65 6884 9781 – www.essec.edu/asia
ESSEC | CPE Registration number 200511927D | Period of registration: 30 June 2017 - 29 June 2023
Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG)

Groupe ESSEC (Association Loi 1901)

Avenue Bernard Hirsch – CS 50105 Cergy – 95021 Cergy-Pontoise Cedex – France – Tel. +33 (0)1 34 43 30 00 – Fax +33 (0)1 34 43 30 01 – www.essec.fr/www.essec.edu
Siren : 775 663 9558 – TVA Intracommunautaire/Intra-Community VAT: FR 07 775 663 958



- Supporting regulatory process for student pass application and entry approvals to Singapore
- Leverage on Google Tools; Creating Google Website, Manage Google Agenda and other Google Functions

Organization of Orientation/Seminars/Workshop

- Plan, Coordinate and Execute orientation, seminars and Workshops
- Ability to review/negotiate simple payment contracts with External vendors
- Source for vendors; accommodation, transportation, book conference-spaces and other in-country information needed for the event.
- Ensure attendance are accurately managed, ie key-in attendance and follow-up with absences

Other administrative support

- Keep track and monitor Program Task Specific Experience (Students' experience, Operational deadline and other assigned tasks)
- Secretariat duties including minute-taking for assigned meetings
- Perform ad-hoc duties assigned by the Reporting Officer(s)

This is a non-exhaustive list of duties and can evolve with time base on program needs.

People Specifications

1. Possess Diploma/Degree qualification
2. At least 3 years' experience in Program Administration and Coordination Role in Higher Education sector.
3. Fluent skills with student affairs management, support role
4. Experience in organising workshops / events and seminars will be advantageous
5. Able to work in a fast-paced and innovative environment
6. Meticulous and possess highly proficient administrative skills
7. Well organised with good time management skills
8. Able work independently and collaboratively
9. Proficient in MS office applications
10. Basic knowledge of Moodle, Celcat and Google functions will be a plus
11. Committed and Responsible

Application Process

Interested applicants are required to submit a cover letter with updated resume to Human Capital at email toh@essec.edu

We regret that we will only be contacting the shortlisted candidates.