

Singapore Institute of Management

Job Title:

Executive (International Programs - Inbound), Global Learning

JOB DESCRIPTION

This is a position within the Office of Global Learning at the Singapore Institute of Management (SIM). Based in the dynamic city of Singapore, the successful candidate will support the internationalization of student experience by assisting in the creation and conduct of Global Learning programs.

RESPONSIBILITIES:

- Assist in internationalizing student experience through the creation of programs and opportunities for overseas exposure.
- Assist in the building of networks and relations with academic institutions, public and private organizations and business professionals internationally.
- Assist in the management and development of international programs. These include programs of academic, professional and service learning natures.
- Assist in the research of potential collaborating partners, and program topics.
- Administer assigned programs. This includes application selection, interviewing of candidates, proper maintenance of records and processes, and end-of-program evaluations.
- Conceptualize and implement marketing and branding strategies targeting a diverse local and international student population.

JOB REQUIREMENTS

- Minimum degree graduate. Experience studying or working abroad will be an advantage.
- Bilingual: Native Japanese Proficiency and Native/Business English Proficiency is required for the role.
- Knowledge and interest in international program development.
- Knowledge and interest in marketing, promotion and digital content management.
- Self-motivated, organized and detail-oriented individual who can function independently or within a team.
- Willing to travel.
- Program facilitation experience is a plus.
- Confident in public speaking.
- Cheerful personality with strong communication (written & presentation) and interpersonal skills.
- Highly energetic with a zest for life.

ABOUT SIM:

With a history older than the Republic of Singapore itself, SIM has a rich heritage due to not only our role in the development of Singapore and the surrounding region but also our role as the recipient of many partnerships and awards from the world.

Email Your Cover Letter and Resume To:

globallearning@sim.edu.sg

Attention to: Office of Global Learning