

## **Executive - Department of Psychology**

**Job requisition ID: 26740**

### **Job Purpose**

To provide efficient administrative support for the graduate research and Concurrent Degree Programme portfolios, as well as assets and equipment management and other departmental matters.

### **Duties and Responsibilities**

- Administer all aspects of the graduate research (Masters and PhD programmes) portfolio, including timetable, course registration and appeals, examinations, student feedback process, and managing the postgraduate enquiries mailbox.
- Manage all matters related to the Concurrent Degree Programme.
- Oversee fixed assets and equipment management, including annual asset verification, facilitating asset and equipment transfer and retirement, maintaining updated records, and creating asset numbers.
- Facilitate the procurement process by creating purchase orders and performing Goods Receipts.
- Coordinate room and lab bookings.
- Manage keys, including preparing keys for new staff and collecting keys from departing staff.
- Serve as the card access system administrator to grant and remove access permissions.
- Provide logistical support for departmental facilities, including software renewal, equipment loans, and facilities maintenance and upgrades.
- Facilitate the examination process by photocopying question papers, checking marks, and providing administrative support during exams.
- Attend to staff and student queries and requests.
- Assist with daily tasks to facilitate departmental operations, including taking turns with other office staff to manage the signing out and returning of keys for students booking departmental rooms and labs.
- Coordinate and manage ad hoc events and projects.
- Perform tasks as assigned by the supervisor or Head of Department.

### **Requirements**

- A degree in any discipline.
- Proficiency in Microsoft Office.
- Meticulous with strong organizational skills.
- Excellent communication skills.
- Good interpersonal skills.
- Willingness to learn.
- Some technical and computing skills and knowledge are advantageous.
- Experience working in an educational institution and familiarity with systems such as CMIS, EduRec, CourseReg, and IMMS are advantageous.

### **Application Process**

Interested applicants should apply online via the [NUS Career website](#).