

## **Job Title: Executive (Graduate Programmes) - NUS Psychology**

### **Job Purpose**

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

### **Duties and Responsibilities**

- Administer all aspects of the graduate research portfolio for Master's and PhD programmes, including timetable planning, course registration and appeals, examinations, student feedback process, and management of the postgraduate enquiries mailbox.
- Manage all matters relating to the Concurrent Degree Programme.
- Support student and curriculum administration for the above programmes, and collaborate with faculty members on related planning and analysis where applicable.
- Oversee fixed assets and equipment management, including annual asset verification, coordination of asset and equipment transfers and retirement, maintenance of up-to-date records, and creation of asset numbers.
- Support the procurement process by creating purchase orders and performing Goods Receipts.
- Oversee pantry and stationery supplies and replenishment.
- Coordinate room and lab bookings.
- Manage keys, including preparing keys for new staff and collecting keys from departing staff.
- Serve as the administrator for the card access system, including granting and removing access permissions.
- Provide logistical support for departmental facilities, including software renewals, equipment loans, and facilities maintenance and upgrading works.
- Support the examination process by photocopying question papers, checking marks, and providing administrative assistance during examinations.
- Respond to staff and student enquiries and requests.
- Assist with daily operational tasks to support departmental functions, including taking turns with other office staff to manage the sign-out and return of keys for students using departmental rooms and labs.
- Coordinate and manage ad hoc events and projects.
- Perform any other duties as assigned by the supervisor or Head of Department.

### **Qualifications and Requirements**

- A degree in any discipline.
- Proficiency in Microsoft Office.
- Meticulous with strong organisational 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 TEMS, EduRec, CourseReg, and IMMS are advantageous.

### **Application Process**

Interested applicants are invited to apply online via the [NUS Careers website](#).

Review of applications will begin on 5 June 2026 and continue until the position is filled.

We regret that only shortlisted candidates will be notified.