

## JOB DESCRIPTION

Designation	Programme Associate (TP Career Kickstarter)
School/Department	International Relations
Number of Position	1
Duration	8 months

### KEY RESPONSIBILITIES

#### Introduction

The position is a meaningful working opportunity to understand the Internationalisation of Temasek Polytechnic and how projects and visits with foreign participants are planned and organised. It will be a very enriching experience as candidates will be part of various teams delivering programmes and visits for Chinese, Filipinos, French, Indonesian, Italian and Vietnamese visitors.

#### Role

- Assist in organising and executing student programmes such as Civic Conversation Workshops, Singapore Express (21–25 July), Carousel of Culture (22–24 July), and inbound visits from China, Italy, etc.
- Conduct site recces (e.g., URA Gallery, Marina Barrage), prepare worksheets and risk management materials.
- Support logistics and coordinate student volunteers during programmes.
- Manage participant feedback surveys and compile results.
- Welcome/send-off overseas guests at the airport.
- Liaise with EFM/SMM for check-ins and facility coordination at Glocal Connect Village (Block 45).
- Support hosting of foreign delegations (e.g., Italy, Philippines, France) including logistics and protocol.
- Assist with data management, SOPs, and documentation of student overseas programmes.

### PREREQUISITES

- Experience in events or programme coordination.
- Strong communication and intercultural skills.
- Proficient in Excel or Google Sheets.
- Team player with a positive attitude and willingness to learn.
- Physically fit for off-site programme duties.