

## JOB DESCRIPTION

Designation	System Support and Engagement Associate (TP Career Kickstarter)
School/Department	Student Development & Alumni Affairs
Number of Position	1
Duration	9 to 12 months

Key Responsibilities
<p>This role is to assist in the IT Project data management and User Acceptance Testing (UAT) activities, support the Awards and Scholarships administration, and Alumni matters.</p> <ul style="list-style-type: none"> <li>• Assist in data cleaning and migration for the CCA and Alumni databases.</li> <li>• Support System User Acceptance Testing (UAT), including liaising with internal stakeholders and coordinating the UAT schedules.</li> <li>• Manage project changes and schedules by following up with the vendors on outstanding items and ensuring timely deliverables.</li> <li>• Support the Awards &amp; Scholarships Secretariat in the nomination, application, shortlisting, and selection processes, including eligibility checks.</li> <li>• Liaise with internal stakeholders on award and scholarship applications, including the notification of disbursements.</li> <li>• Assist in organising of award ceremonies.</li> <li>• Support in enquiries and requests from alumni.</li> <li>• Assist in the preparation and distribution of regular emailers to alumni.</li> </ul>

Prerequisites
<ul style="list-style-type: none"> <li>• Qualifications in IT, Big Data &amp; Analytics or equivalent.</li> <li>• Proficiency in Microsoft Excel, and other spreadsheet tools (including Power Query for data cleaning and migration tasks).</li> <li>• Able to manage multiple priorities and meet deadlines.</li> <li>• Strong written and verbal communication skills.</li> <li>• Good interpersonal skills with the ability to collaborate across teams.</li> <li>• Good analytical skills with attention to detail.</li> <li>• Resourceful and willingness to learn.</li> <li>• Able to work independently while also being a proactive team player.</li> </ul>