

## JOB DESCRIPTION

Designation	Student Development and Engagement Associate (TP Career Kickstarter)
School/Department	School of Engineering / Student Development Team
Number of Position	1
Duration	12 months

Key Responsibilities
<ul style="list-style-type: none"> <li>• Support International Student Exchange Programmes, major school events, and industry visits for students.</li> <li>• Conduct and coordinate skills training workshops (e.g. Adobe, public speaking, 3D printing) for both students and visitors.</li> <li>• Source and develop new service-learning opportunities to enhance student engagement and community involvement.</li> <li>• Curate and produce engaging multi-media content, including videos, visuals and collaterals for the School's social media platforms.</li> <li>• Assist in the School's publicity and communication initiatives.</li> <li>• Support the School's academic and administrative operations.</li> </ul>

Prerequisites
<ul style="list-style-type: none"> <li>• Qualification in any discipline.</li> <li>• Confident and experienced in public speaking, including serving as an emcee for events.</li> <li>• Positive attitude with a strong sense of responsibility and a service-oriented mindset.</li> <li>• Proficient in designing engaging and visually compelling presentations using digital tools such as PowerPoint, Keynote, and Canva.</li> <li>• Skilled in video production and graphic design, with a strong eye for visual storytelling.</li> <li>• Possess basic to intermediate photography skills, supporting content creation needs.</li> <li>• Knowledgeable about current digital marketing trends, platforms, and best practices.</li> <li>• Possess hands-on experience with 3D printing and additive manufacturing</li> <li>• Familiar with laser cutting and safe operation of workshop equipment</li> <li>• Strong interpersonal skills with a collaborative mindset</li> <li>• Able to work independently and as a team</li> </ul>