

## JOB DESCRIPTION (Career Kickstarter)

Designation	Programme Support Associate
School/Department	School of Engineering /Continuing Education & Training (CET)
Number of Positions	1
Duration of Role	12 Months

### KEY RESPONSIBILITIES

- Assist in the refresh and redesign of CET course information on the TP website and social media platforms to broaden appeal to the public
- Prepare course brochures and other collateral for training programmes
- Prepare Micro Learning Course (MLCs) in support of selected training programmes
- Support the preparation of training content on PowerPoint.
- Support the conduct of CET training programmes, conferences and exhibitions
- Support research into the CET training landscape in Singapore

### PREREQUISITES

- Strong written and verbal communication skills.
- Effective presentation skills
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.
- Working knowledge of Microsoft Office applications.