

DYSLEXIA ASSOCIATION OF SINGAPORE

ORGANISATION PROFILE

Join a rapidly growing organisation that has over 300 full-time and flexi scheme employees, and operates from 12 centres all over Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia and other specific learning differences, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

DAS Academy is a wholly owned subsidiary of DAS, with the mission to empower special education professionals and caregivers to help people with special educational needs achieve their full potential. DAS Academy delivers a wide range of courses including a Masters degree, Specialist Diplomas, Certificates and Workshops.

JOB DESCRIPTION

Position	Academic Services Associate
Subsidiary	DAS Academy

RESPONSIBILITIES

The Academic Services Associate reports to the Head of DAS Academy via the Deputy Director of DAS Academy, and is based at DAS REX House (although this may change in line with the operations of DAS Academy).

The areas of responsibility include:

➤ Administration

- Assisting all functions of the Academic Services team to ensure the smooth running of the front office.
- Ensuring all enquiries from students and organisations, either in person, by email, WhatsApp or telephone, are handled in a timely manner.
- Maintaining the electronic student management system, ensuring data is accurate and input/updated in a timely manner and in accordance with relevant procedures, and that confidentiality is maintained as appropriate.
- Providing support to lecturers in terms of photocopying of training materials, room set-up and technical assistance.
- Distributing, processing and uploading student and staff feedback questionnaires for lecturers' view.
- Managing the borrowing of library and training resources.
- Managing the booking of the training and lecture rooms.
- Purchasing and maintaining inventory of stationery and refreshments for students.

- **Student Affairs**
 - Managing the student registration and related processes to ensure students are fully enrolled.
 - Updating student records of attendance and achievement into student management system, producing and disseminating academic progress reports and transcripts in an accurate and timely manner.
 - Providing support to students enrolled in DAS Academy programmes.

- **Finance**
 - Collecting fees and issuing receipts.
 - Making bank deposits, keeping a proper record which has to be submitted to the Finance Department via the line manager.
 - Ensuring accurate and timely collection statement submission to Finance Department.
 - Submitting the application of training grants for various programmes in DAS Academy, for example, the Parent Training Grant, SkillsFuture and Professional Capability Grant.

- **Reporting**
 - Assisting in the compilation or update of information for monthly and management reports pertaining to student enrolment in an accurate and timely manner.
 - Assisting in the compilation or update of information as required by the Committee for Private Education (CPE).

- **Others**
 - Providing support in DAS Academy events such as DAS Academy Student Graduation.
 - Any other duties as assigned from time to time by the Head and Deputy Director of DAS Academy.

COMPETENCIES

<p>Personal Competencies (Core) :</p> <ul style="list-style-type: none"> ● Interpersonal skills ● Communication skills ● Accountability ● Ability to work well in a team 	<p>Technical Competencies (Skills) :</p> <ul style="list-style-type: none"> ● Microsoft Office ● Database software
---	---

REQUIREMENTS

Education:

- Diploma or equivalent

Experience:

- At least 1 year of admin experience

Other Skills & Knowledge:

- Ability to multi-task and adapt to a changing work environment

WORKING HOURS

The working hours of all staff shall be subjected to modification from time to time if and when the exigencies of the DAS Academy operation requires it. This may include evenings, Saturdays and Sundays. All staff are required to work 44 hours per week, excluding lunch break. There may be circumstances where staff are required to report for work more than 5 times a week.

SALARY AND BENEFITS

Starting salary will be commensurate with experience and qualifications.

After probation, the successful candidate will receive leave, medical, dental and other benefits. The DAS Academy also awards training incentives to deserving staff.

LEARNING AND SUPPORT

On the job training and guidance will be provided. You will be supervised in your work by the Deputy Director of DAS Academy.

APPLICATION DETAILS

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded at our website - <https://das.org.sg/careers-at-das/positions-available/>)
2. Resume

Email the above submissions to jobs@das.org.sg by **17 December 2023**

Only shortlisted candidates will be contacted.