

Specialist / Senior Specialist for “Career & Innovative  
Enterprise for the Future World”  
Nanyang Technological University

Direct Link: <https://www.AcademicKeys.com/r?job=231465>

Downloaded On: May. 9, 2024 12:05am

Posted Feb. 27, 2024, set to expire Jun. 28, 2024

**Job Title** Specialist / Senior Specialist for “Career & Innovative  
Enterprise for the Future World”

**Department** Interdisciplinary Collaborative Core (ICC) Office  
[https://www.ntu.edu.sg/education/inspire/interdisciplinary-collaborative-core-\(icc\)](https://www.ntu.edu.sg/education/inspire/interdisciplinary-collaborative-core-(icc))

**Institution** Nanyang Technological University  
Singapore, , Singapore

**Date Posted** Feb. 27, 2024

**Application Deadline** Apr. 30, 2024

**Position Start Date** Aug. 1, 2024

**Job Categories** Lecturer/Instructor

**Academic Field(s)** Humanities - General

**Job Website** <https://www.ntu.edu.sg/about-us/build-a-career-at-ntu>

**Apply Online Here** [https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Specialist--Senior-Specialist-for--Career---Innovative-Enterprise-for-the-Future-World-\\_R00016020?q=R00016020](https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Specialist--Senior-Specialist-for--Career---Innovative-Enterprise-for-the-Future-World-_R00016020?q=R00016020)

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**Job Description**

Young and research intensive, Nanyang Technological University, Singapore (NTU Singapore) is ranked among the world’s top universities.

The Interdisciplinary Collaborative Core (ICC) Office at NTU Singapore oversees new curricula

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focusing on key transferable skills and global challenges using interdisciplinary approaches to learning. The rapidly changing nature of work, compounded by the relentless speed of innovation, necessitates that our graduates constantly acquire new knowledge and competencies, and adapt to several career changes over their lifetimes. As forward-looking educators, we are in continual pursuit of providing a holistic education grounded in future-ready skills which will prepare our graduates for lifelong learning and global citizenship.

Such an education needs to transcend the traditional boundaries of disciplines to address the nexus between theoretical and practical learning; “hard skills” and “soft skills”; and core curriculum and co-curriculum. Hence, NTU launched a new curriculum structure in 2021 to address these needs, featuring a range of Interdisciplinary Collaborative Core (ICC) Courses.

The Interdisciplinary Collaborative Core (ICC) Office invites applications for a Specialist/ Senior Specialist position for a course titled ‘**Career & Innovative Enterprise for the Future World**’ at Nanyang Technological University.

This course aims to provide multi-disciplinary competence in a cross-disciplinary, collaborative learning environment, with student interaction and collaboration across schools as a key learning foundation. The main objective of this compulsory undergraduate course is to develop NTU students’ essential career and enterprising skills in preparation for their compulsory internship and equipping them with future-ready career and employability skills for a Volatile, Uncertain, Complex and Ambiguous (VUCA) workplace.

### **Responsibilities**

The role of an ICC Specialist is to focus on delivering an interdisciplinary and collaborative curriculum and develop the students into future-ready graduates. The ICC Specialist’s responsibilities and duties include the following:

- Facilitates and conducts all teaching assignments, both face-to-face and virtual delivery
- Supports the course lead coordinator(s) in overseeing and completing core course administrative tasks or duties such as course evaluation, online course materials, attendance records, academic counselling on student progress
- Conducts assessments, marking and grade entries, provide student feedback, student

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consultations, engage in other department activities (eg. Invigilation, Open House support, etc) etc.

- Updates course materials and learning resources for course delivery and support students' learning
- Provides regular course and student progress statistics for reporting and improvement of students' learning
- Takes on the role of course lead coordinator when necessary
- Demonstrates values and principles of professional conduct in all endeavours
- Any other assigned duties

One of the significant challenges of the role would be coping with a high teaching workload, supervising students of different disciplines and their interdisciplinary group projects and providing guidance and feedback on their progress. This role demands (a) good supervising and facilitating skills for handling large classes of up to 50 participants per class and student group projects, (b) good project management skills, (c) strong administrative and organisational skills, and (d) sound business knowledge to identify and craft relevant group projects for students to work on.

### **Personal Attributes**

#### **1. Student Focus**

Demonstrates an apparent empathy with students and understands their needs, and is an active listener Motivated and enthused to maximise individual student potential Proactive with the ability to react positively to unexpected circumstances Passionate in coaching and mentoring students to guide them in their career preparation and development Connects corporate partners with NTU to provide beneficial collaborative learning and development opportunities for students

#### **2. Teamwork**

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Maintains the confidence and mutual respect of colleagues at all levels Understands and works towards team objectives Shares useful ideas and practices to improve the team’s overall morale and performance Initiates and implements improvements to work processes and practices within their responsibility

3. Credibility and Communication

Speaks and writes clearly and persuasively when interacting with internal and external stakeholders Displays excellent listening and questioning skills Projects an appropriate professional image

4. Organisation

Able to plan workload but remain flexible Meets deadlines and displays strong administrative and organisational skills Demonstrates a capability to balance competing demands Meticulous with strong organisational and academic, administrative skills Strong initiative, self-motivated, and focused on achieving quality outputs

5. Facilitation and Curriculum Development

Effectively use teaching materials to create a dynamic learning environment. Collaborate in team-oriented course development, optimizing learning design capabilities. Create content for e-learning and blended learning solutions, including activities, simulations, and scenarios.

**Requirements**

- Bachelor’s degree from an accredited institution, a master’s degree would be a bonus
- At least five years of experience in the training industry or education sector, preferably with young adult learners and is a subject matter expert in either career skills or problem solving and enterprise skills
- Accreditation in WSQ ACTA/ACLP is strongly preferred
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Track record with training and facilitating large classes of up to 50 participants per class

- Knowledgeable in learning strategies, pedagogies, and ed-tech tools/platforms
- A positive demeanour and work attitude
- Prior work experience in start-up organisations or starting and running a business is an advantage

### Emoluments

Salary is competitive and commensurate with qualifications and experience. The University offers a comprehensive fringe benefit package.

### Application Procedure

The closing date for applications is **30 April 2024**. Only shortlisted candidates will be notified. Applicants are invited to submit their applications (cover letter, CV, research and teaching statements, and Google Scholar citation report if available) through the NTU career portal by applying to:

[https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Specialist--Senior-Specialist-for--Career---Innovative-Enterprise-for-the-Future-World-\\_R00016020](https://ntu.wd3.myworkdayjobs.com/en-US/Careers/details/Specialist--Senior-Specialist-for--Career---Innovative-Enterprise-for-the-Future-World-_R00016020)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Singapore