



**Pickering**  
Institute

A member of SagePaths Group

# Academic Affairs Lead (Director of Studies)

## Role Description

### **DIVISION**

Academic Affairs

### **LOCATION**

Clarke Quay, Singapore

### **LINE MANAGEMENT**

Managing Director and Dean

### **ABOUT THE ROLE**

Pickering Institute is seeking a strategic and visionary academic leader to assume the role of Director of Studies. This role will oversee the academic integrity, programme delivery, and continual development of our institute's curriculum across all departments, with a key focus on teaching quality, academic governance, and faculty development.

Reporting directly to the Managing Director and Dean, the Director of Studies is a member of the senior leadership team and plays a central role in shaping Pickering's academic direction in alignment with the Institute's mission to cultivate lifelong learning leaders of tomorrow.

This position provides academic leadership, ensures compliance with internal and regulatory quality assurance requirements, and leads the academic staff in maintaining high standards in teaching, learning, and student outcomes.

**This position requires an excellent level of Chinese literacy to be able to communicate with Chinese stakeholders.**

### **KEY RESPONSIBILITIES**

- Provide academic leadership across all programmes, ensuring curriculum quality, academic rigour, and regulatory compliance.
- Lead the planning and coordination of term schedules, timetables, course delivery, and faculty deployment.
- Supervise, mentor, and manage full-time and part-time academic staff to promote excellence in teaching and learning.
- Oversee academic quality assurance processes, including internal reviews, course evaluations, moderation, and benchmarking.
- Collaborate with external partners and overseas institutions to support programme articulation, delivery, and academic alignment.
- Contribute to the development and implementation of academic policies, assessment frameworks, and staff development plans.
- Serve as a key liaison with academic partners, regulatory authorities, and other stakeholders on academic matters.
- Support and participate in the Institute's efforts in new programme development, student progression pathways, and institutional accreditation.
- Deliver teaching in own discipline (as required) and maintain academic engagement through scholarship and professional development.
- Represent Pickering Institute on academic and examination board and working groups as assigned.



## QUALIFICATIONS AND SKILLS

### Educational Background

- Minimum Master degree in a relevant discipline, PhD or Doctorate degree preferred.
- At least 10 years of experience in tertiary teaching and academic leadership, preferably in private education or transnational education settings.
- Strong track record of academic management, curriculum development, and quality assurance.
- Proven ability to lead and inspire academic teams.
- Experience in managing cross-border academic partnerships is preferred.
- Familiarity with SkillsFuture Singapore (SSG)'s Private Education Act regulatory requirements will be advantageous.
- Excellent communication, organisational, and interpersonal skills.

### Skillsets

- Proven academic leadership with strong curriculum and quality assurance expertise.
- Experience in faculty management, mentoring, and professional development.
- Familiarity with Singapore's private education regulations and transnational education.
- Strong organisational skills in scheduling, programme delivery, and governance.
- Excellent communication and stakeholder management across diverse contexts.
- Ability to drive innovation and foster academic partnerships internationally.

### Personal Traits

- Passion for the international education industry.
- Professional, reliable, and able to work independently or as part of a team.
- Location and Mobility: Must be based in Singapore and able to accept short-term business trips when required.

## WHY JOIN US

- Be part of a forward-thinking institution committed to innovation and excellence.
- Work in a supportive and inclusive environment that values diversity and professional growth.
- Play a key role in shaping the future of transnational education.

## APPLICATION PROCESS

For application, please upload your updated resume to our job portal. For enquiries about the role, please email to our Talent Acquisition at [info@pickering.edu.sg](mailto:info@pickering.edu.sg).

Only shortlisted candidates will be contacted.

Step into a rewarding career in international education with Pickering Institute. We look forward to welcoming you to our team!