

AIDHA

Aidha is an award winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to foreign domestic workers and lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM (now UN Women), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 4,000 women and their families and communities. In April 2015, we achieved the much-coveted IPC (Institution of Public Character) status.

Aidha provides training in money management, computer, leadership and entrepreneurship skills. We conduct classes on Sundays (when most foreign domestic workers have their day off) at our campus at United World College in Dover. On any one Sunday, there are between 200-250 students attending classes and about 35 - 50 volunteers conducting these classes.

Aidha is a small but successful organisation, now in an exciting stage of growth and scaling up of its operations.

POSITION: STUDENT AFFAIRS MANAGER (SAM)

Have you ever wondered what it would be like to work in a non-profit organisation and what goes on behind the scenes? The role of Student Affairs Manager is one that lets you gain valuable skills in operations, interpersonal relationships and organisation and planning.

Reporting to the Chief Executive Officer, the Student Affairs Manager is responsible for managing all student activities, including (but not limited to) outreach, recruitment and retention, student welfare, monitoring fees, record keeping and overseeing the Alumni programme. The position is full-time. The SAM is expected to spend at least one Sunday a month on campus. (Note: time off-in-lieu will be provided for work on Sundays.)

RESPONSIBILITIES:

Student outreach and recruitment

- Conceptualise, plan and implement outreach strategies and initiatives to recruit students for all of Aidha's programme offerings in collaboration with the Marketing and Communications team.
- Identify relevant channels and platforms for outreach and monitor initiatives to measure their effectiveness and ROI.
- Cultivate relevant community partnerships and external collaborations with schools, universities and other partners to further the marketing and outreach initiatives.
- Manage student queries, requests, referral etc.

Student welfare and activities

- Work closely with the Campus Managers to map the student journey and experience at Aidha and put in recommendations from the insights gathered.
- Identify students for pitches and presentations and oversee the Aidha student ambassador programme.
- Plan and oversee Aidha's Annual Graduation Ceremony or any other student event/ programme.
- Gather programme feedback and suggest improvements

Other Responsibilities

- Supervise and manage a team of volunteers and /or interns involved in activities under the Student Affairs Manager's purview
- Take on the role of Campus Manager once a month
- Undertake any other duties assigned by the CEO

ARE YOU OUR IDEAL STUDENT AFFAIRS MANAGER?

Our ideal SAM is that rare combination of being able to think big picture but also able to get down to details. S/he must have a passion for working and interacting with people from diverse cultures and backgrounds and a patient and composed personality who can manage students firmly, fairly and graciously. S/he must possess strong organisational skills and excellent written and verbal communication skills in English. S/he must have the ability to work well independently and also as part of the team and manage volunteers. As our office and campus resembles a mini United Nations, s/he must enjoy interacting and working with people from different nationalities and backgrounds. If you have a passion for our mission of education and empowerment, then we want you on our team!

In return, what you can expect from your time with us at Aidha is...

- a deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- the opportunity to play a key role in helping to shape and influence the growth of this young successful organisation as it continues on its upward track
- unmatched opportunities for personal growth and to learn and develop new skills and experience
- never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume, stating current and expected salary to careers@aidha.org.

We regret that only shortlisted candidates will be notified.