

S/N	Preferred specialisation/ course of study	Description of Duties	Learning Outcomes	Skills Required	Preferred Start Date	Duration	Working hours (Discussable with Supervisor)
1	IT	To perform onprem and oncloud system operation. ensure system working in stability, jointly take part in system project. involving planning, designing and rollout to onprem migrate to cloud project. Performing backup and healthcheck maintenance support, liaise with vendor for necessary resolution.	To learn and have hands on experience about IT Infrastructure operation on-prem and in the cloud environment.		June 2022 Onwards	3-6 months	8.30am - 5.30pm
2	IT / Cybersecurity	Review firewall logs, review cyberark logs, review cyberark recording documentations, enhancing policies.	To learn and have hands on experience about Cybersecurity operations and expose to the working of a cybersecurity team.		June 2022 Onwards	3-6 months	8.30am - 5.30pm
3	IT	Assist Student Management System Business Analyst to address business operational request, follow up and track incident or production ticket, create documentation and reference for any routine operation procedures	To learn and have hands on experience to manage and maintenance a complex ERP system.		June 2022 Onwards	3-6 months	8.30am - 5.30pm
4	IT	Assist in planning, rollout and deployment of Robotic Process Automation.	To learn and have hands on experience about Automation, RPA and change management on how to roll them out.		June 2022 Onwards	3-6 months	8.30am - 5.30pm
5	IT	Assist Production Support Engineer to address the incoming business service request <ul style="list-style-type: none"> Follow up and track incident or service request Daily monitoring of applications and interfaces jobs Create documentation, standard operation procedure and reference for the supporting applications 	To learn and have hands on experience in understand incident management and gain working experience in handling various systems and applications.		June 2022 Onwards	3-6 months	8.30am - 5.30pm
6	IT	Assist SIM Online Business System Analyst to : Address business operational request, follow up and track incident or production ticket, Create documentation and reference for any routine operation procedure. Manage tasks in a project or system enhancement request.	Typical responsibilities and activities of the Business System Analyst role. Gain an understanding of the integral parts of a business system, how to perform analysis activity and how to engage stakeholders. Learn and have hands on experience about Salesforce technologies.		Sep-22	6 months	8.30am - 5.30pm
7	Data Analytics	-Thoroughly look into official documentations, forums, and other publicly available sources to source for API end points -Data analysis, cleaning, and processing -Identify patterns and trends in data sets	-Learn about the different stages of data analysis, machine learning, and artificial intelligence -Learn what it takes to build data pipelines -Learn how to clean and analyze raw data -Learn how to analyze and present data to answer business questions	Proficiency in at least 1 programming language	ASAP	6 mths	Part Time
8	Multimedia/ Design/ Graphics	Design and develop multimedia assets - graphics, infographics, 2D and/or 3D animations, videos for digital learning courses Build course in Canvas Learning Management System	Learn the process of developing an elearning course from scratch Understand learning requirements and translate the requirements into digital assets	Proficient in using design/development tools like Adobe Photoshop, Illustrator, AfterEffects	June Onwards	6 mths	8.30am - 5.30pm
9	Data Visualisation	Assist Data Analyst in Tableau Visualisation: -Preparing data for use by Tableau -Analysis and chart-building in Tableau Desktop. -Advanced calculations/ table calculations. -Format visualisations and dashboards for maximum impact -Interactive Dashboard Design	-Learn how to convert structured/unstructured data into a format that can be easily understood. -Learn how to analyse large amounts of data and present it in various formats for better decision-making.	Proficiency in SQL -General concept of visualisation Experience in using visualisation tools such as Tableau, Power BI, QlikView would be good	June Onwards	6 mths	8.30am - 5.30pm
10	Event Management	- Provide event and administrative support for events - Plan and manage event logistics, manpower, registration, etc - Be part of the team to execute the events - Develop event packages for venues for external stakeholders	1) Acquire event management skills 2) Learn collaboration skills 3) How to be a team player to implement a successful event 4) Learn conceptualisation and proposal writing skills	Proficiency in Microsoft Excel will be good	6/6/2022 Onwards	3 months	8.30am - 5.30pm
11	Construction & Management/Engineering /Facilities Management	Assist in implementing the Workplace Safety and Health Management System (WSHMS) and Risk Management (RM) recertification programme and monitor its progress :- - facilitating and organising training sessions for appointed Risk Team members - Assist in reviewing Safe Work Practices and Risk Assessments documentation - Support the WSHMS implementation in SIM	1. Identify the requirements for compliance with WSH regulations and proper work practices. 2. Identify WSH non-compliance, unsafe work conditions, and work practices among staff work activities and environment in SIM 3. Identify resources required for WSH	Preferably with some understanding of the Workplace Safety & Health Act	May Onwards	6 months	8.30am - 5.30pm
12	Business Administration	1) Library acquisition of course books 2) Library projects for modernisation (website facelift, mobile app) 3) "A Day in the Life of a Librarian" - General Library Administration	1) Understanding the sourcing & procurement process 2) Performing basic data analytics 3) Understanding process flow and technical requirements to implement modernisation projects 4) Customer service 5) General administration	- Proficient in MS Office suite	July Onwards	3 months	Part Time (4days) 12pm - 9pm
13	Facilities Management	1) To assist the execution of the preventive and corrective maintenance of the Campus Audio and Video (AV) system. 2. Assist AV team in the implementation and management of all planned AV enhancement projects. 3. Assist in reviewing of current maintenance practices and recommend enhancements. 4. Assist to explore and propose energy conservation initiatives for SIM.	- To gain knowledge, skills, and experience on the maintenance and technical support for the AV system inside the Teaching Facilities. - To acquire relevant knowledge and experience in the coordination and management of all AV enhancement projects. - To gain knowledge, skills and experience in the course of exploration for solutions to conserve energy.	Independent and IT savvy	June 2022 Onwards	1 Year	8.30am - 5.30pm
14	Business Management	- To assist the lease management team in business development to operations management. - To assist in projects like creation of marketing materials, leads generation, tender preparation.	- Perform customer engagement - Understand events/ operation management - Understand sales and quotation process - Preparation of tender documents - Carry out simple marketing strategy - Perform simple data analytics	- Proficient in MS Office suite	Any date from 1 June 2022 onwards.	3 months	8.30am to 5.30pm
15	IT/Business Management	To assist the Service Desk Team in creation of web based reporting dashboard with view of KPIs	Analysis of data from CRM platforms Learn to present unstructured data visually	Proficient in programming Proficient in web design Proficient in data analysis Proficient in reporting tools	Oct-Dec 2022	3 months	Flexible

16	Business	Market Analysis and Research, Proposal writing, Deck Creation for Meetings	to be able to make hypothesis through research and incorporate into an actual proposal		ASAP	3/6mths	9am to 6pm
17	Diploma/Degree in Computer Engineering or Computer Science or Information Technology	As an intern (with MS SharePoint Specialization), the broad area of your job responsibilities should cover the followings: <ul style="list-style-type: none"> Assist in aligning our Data Migration with Business Goals & Future Business Environment. Assist in mapping the future Data Management Strategy which includes the expected size of databases, level of scalability based on the future business environment, projected user growth, etc. Advising on the required resources for activities such as strategizing the migration, system audit, information architecture redesign, testing and documentation. Assessing the existing data environment within the Staff Intranet, with focus on the followings as well as whatever spring cleaning required for orphaned pages, obsolete content and duplicated content. Site collections and sites Lists and libraries Branding Pages	The key learning objectives of this internship are: <ul style="list-style-type: none"> Understanding the importance of Data Management and Data Management Lifecycle. Understanding the pre, actual and post activities related to Data Cleansing for the purpose of Data Migration. Understanding the importance of Data Structure and Metadata. Gaining knowledge on Staff Intranet Management using MS SharePoint as the Platform. Gain exposure in interacting with multiple owners and users of the different Staff intranet sub-sites and pages and find the balance among their needs and wants. 	<ul style="list-style-type: none"> Possess relevant system development/maintenance experience using Microsoft Dynamics 365/ SharePoint related technologies. Experience or knowledge in MS SharePoint 2013 and above. Experience in MS SharePoint upgrade and migration is an advantage. Good experience in SharePoint search architecture and customizations of BCS Service. Knowledge in Intranet Management. Knowledge in data / information architecture and data migration. Other Requirements <ul style="list-style-type: none"> Self-motivated with a positive "can-do" attitude, creative with excellent presentation, communication, negotiation and interpersonal skills including strong persuasive techniques. Ability to develop and maintain respectful and trusting relationship. Proficient in written and spoken English. 	1 May 2022 to 31 Oct 2022	6 months	From 8.30 am to 5.30 pm with at least 4 days per month of work from office.
18	Any student interested on L & D	1) To support in the organisationwide skills profiling exercise from now to end July 2) To assist in the training registrations of external workshops 3) To assist in the maintaining of staff training records	1) To develop skills and knowledge on skills profiling and its process 2) To develop communication and time management skills		25 April to 31 July 2022		Mon-Fri 8.30-5.30 flexible to accommodate intern;s lesson schedule
19	Multimedia Technology	a) Work independently, as well as part of the content development and learning development team, to support the team fulfilling content development requirements across all content development functions (b) Assist in the development and creation of illustrations, multimedia elements, presentation decks, video recording, editing, and encoding audio files as well as other digital and print works etc. based on client needs and company standards. (c). Assist in development of storyboarding to display the flow of content sequence. (d).Performing media edits bases on user feedback (e). Ensure proper use of design templates, standards, and style sheets (f). Identify and troubleshoot design related problems in a timely fashion	(a) Work independently, as well as part of the team, to support the team fulfilling content development requirements across all content development functions (b) Create illustrations, multimedia elements, presentation decks, video recording, editing, and encoding audio files as well as other digital and print works etc. based on client needs and company standards. (c). Develop storyboard(s) to display the flow of content sequence. (d).Performing media edits bases on user feedback (e). Identify and troubleshoot design related problems in a timely fashion	Proficient in: XML, HTML/HTML5, CSS/ CSS3, Adobe Creative Suite (including Flash, Dreamweaver, Photoshop, Illustrator and InDesign), Premiere Pro, After Effects and Maya	(Jul - Sept 2022)	3 Months	From 8.30 am to 5.30 pm (Mon-Fri)
20	Business/ Marketing/ Event Management/ Tourism and Hospitality	Research and develop international students on-boarding related resources Hosting of virtual/F2F on-boarding activities for incoming international students - Student liaison for arriving students, organising and planning on students arrival schedule Create and manage content on the website and social media platforms with current information about Singapore Identify business/corporate partners to support on-boarding services to international students, opportunity to be involved in meeting and negotiation with external stakeholders - Assist in supporting incoming enquiries, pertaining to arrival in Singapore, living in Singapore, and student's life in SIM	Learn to interact with diverse work and cross-cultural environments, gain an understanding of the different customers expectations Learn to interact with diverse personalities from different countries Gain exposure to managing vendor relationships Develop skill in conducting market research, student survey, and analysing findings Develop presentation skills and altering presentation based on the need of customers	Able to communicate in Chinese (due to the incoming number of international students from Chinese-speaking countries) Culturally sensitive and high EQ	July - December 2022	(6 months)	From 8.30 am to 5.30 pm (Mon-Fri)
21	Business/ Marketing/ Event Management/ or any business related discipline	Help in organising and executing the regional recruitment events, including annual Regional Educators' Conference (hybrid), and Regional Partners' Workshop (physical) Produce regular reports on the status of events implementation, including RSVP and feedback from invitees Involve in team discussions to generate ideas for an engaging and experiential conference/workshop Opportunity to independently plan (under a mentor) a small scale event (e.g. inbound study tour) Support in logistical arrangement of the event	Developing collaborative and teamwork skills Gain knowledge of the differences in customers' needs and requirements by country - Learn about events planning, to execution, and post-event outcome analysis		September - December 2022	4 months	From 8.30 am to 5.30 pm (Mon-Fri)
22	Communication/ Multi-media/ Business Administration	a) Provide inputs to project team from students' perspectives b) Assist in the development of content messaging and delivery c) Collect feedback from stakeholders and perform edits d) Assist in the design of more customer-centric processes	a) Provide students the opportunity to apply knowledge and skills to practice-oriented and hands-on working experience b) Allow students to explore possible career path in education industry c) Provide interns the opportunity to enhance their portfolio	a) Good verbal/written communication skills b) Proficient in design software	May-October 2022	(6 months)	From 8.30 am to 5.30 pm (Mon-Fri)

23	All Partner University Programmes	<p>Administration duties for Student Involvement Centre</p> <p>Correspondence and info-management (MS office software)</p> <p>Content creation for SDEV outreach – website articles (photoshop, good writing skills)</p> <p>Posting on SDEV social media platforms</p> <p>Environmental branding – online and physical spaces</p> <p>Student Involvement Drive project (June-July)</p> <p>Event support or segment facilitators for EQUp Leadership training (June)</p> <p>Support crew for orientation i.e DIP-IN (prepare for intake in June, Sep & Dec)</p> <p>Support International students event (Oct-Nov)</p> <p>Local/Overseas Community Involvement Projects (TBA based on travel restrictions)</p> <p>On campus events safety supervision (relevant as long as SMM is being enforced)</p>	<p>Able to communicate and collaborate across teams</p> <p>Demonstrate the ability to use the contents provided to provide suitable support for stakeholders</p> <p>Able to confidently share about SDEV's suite of offerings while demonstrating the appropriate attitude</p> <p>Skills in events management</p> <p>Exhibit professional work ethics</p> <p>Learn ways to manage different type of people & situations while maintain positive disposition</p> <p>Skills in prioritising requests and time management</p>	<p>Event/facilitation role -</p> <p>1) Comfortable to lead groups of people as well as interact at close proximity</p> <p>2) Enjoy fast pace environment</p> <p>3) CIP experience will be a bonus</p> <p>Administrative roles -</p> <p>2) Has a keen eye for details and enjoy dealing with data/excel</p> <p>1) Enjoy curating contents/information for report</p> <p>2) For content creation -</p> <p>Able to write well</p> <p>Proficient in the use of Photoshop/InDesign tools for visual design or image editing</p> <p>Sports events role -</p> <p>1) Keen interest in Sports</p>	May to December 2022	3-6 months	<p>3 working days</p> <p>A) 10.30am-3.30pm</p> <p>B) 1.30pm-6.30pm</p> <p>C) 5.30pm-9.30pm or combination of shifts depending on academic programme</p>
24	All partner university programmes	<p>Support the administration duties of:</p> <ul style="list-style-type: none"> o Coordination CPR+AED Provider Course o Registration o Preparation of course materials o Equipment preparation o Coordination Safety Workshop o Registration o Venue Bookings o Preparation of workshop materials o Facilitator o Publicity o Scheduling of Counselling sessions o Student Wellness Activities o Registration o Venue Bookings o Preparation of workshop materials o Facilitator o Publicity o Freshmen Orientations o Logistics o Student Portfolio System o Assist in the collation of participation/membership data o Preparation of participation/membership data (structuring and cleansing) o Participate in UATs of new Student Portfolio System 	<p>Opportunity to practice presentation and facilitation skills</p> <p>Gain proficiency in Microsoft Excel and power Query</p> <p>Learn ways to manage different type of people & situations while maintain positive disposition</p> <p>Skills in prioritising requests and time management</p> <p>Experience the process of data cleansing and migration</p> <p>Experience the process of UAT</p>	<p>Keen eye for details and the interest to be proficient in Microsoft Power Automate, Power Query, Excel, SharePoint</p> <p>Basic understanding of database schema</p> <p>Self-motivated with a positive "can-do" attitude and innovative</p> <p>Comfortable to lead groups of people as well as interact at proximity</p> <p>Enjoy fast-paced environment</p>	1 May 2022 to 31 Oct 2022	6 months	<p>5 days Mondays to Fridays</p> <p>Option A: 10:00 am to 3:00 pm</p> <p>Option B: 1:00 pm to 5:00 pm</p> <p>Option C: 5:30 pm to 10:00 pm</p> <p>Option D: any combination</p>
25	Business/Marketing/IT	<p>and enhancing the application package</p> <p>Conduct market research on licensing of programme package, terms and conditions</p> <p>Develop marketing materials in supporting the promotion of OTC</p> <p>Develop presentation to promote OTC to prospective partners</p> <p>Develop an enhanced process in evaluating OTC</p> <p>Formulate the application form with supporting documents online</p>	<p>Develop skills in business discussion and negotiation</p> <p>Gain an understanding on working with regional partners and the different country's perspectives and business models, and settings</p> <p>Understanding on a customers focus perspective</p>	<p>Good communication skill (Written)</p> <p>Proficient in form designing</p> <p>Proficient in design software</p>	September - November 2022	3 months	From 8.30 am to 5.30 pm (Mon-Fri)