

The NUS High School of Mathematics and Science is a specialized school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science. We invite suitable applicants for the below position:

## **ASSISTANT MANAGER, ADMISSIONS & RECRUITMENT**

You will assist Manager (Admissions & Recruitment) to manage the school's admissions and recruitment of local and overseas students.

### **Key Responsibilities:**

- Provide strategic leadership to define departmental directions
- Oversee candidate shortlisting, selection, admissions, and recruitment for both local and international students
- Collaborate with internal stakeholders and partners to enhance outreach and engagement with prospective students and their parents
- Develop and execute programmes and school-wide events to foster meaningful connections with prospective students and families

### **Requirements:**

- Minimum 3 years of relevant experience
- Highly motivated, dynamic, and well-organized
- Strong interpersonal and written communication skills
- Proficient in Microsoft Excel with experience managing large data sets
- A team player who can also work independently to meet tight deadlines and achieve objectives
- Open to travel for networking and recruitment trips
- Preferably available to start in July 2025

Remuneration will be commensurate with qualifications and experience. Interested applicants, please write in or email your detailed resume and a recent passport size photo latest by **6 June 2025** to:

Human Resource  
NUS High School of Mathematics and Science  
20 Clementi Ave 1  
Singapore 129957  
Email: [hr@highsch.nus.edu.sg](mailto:hr@highsch.nus.edu.sg)



*We regret that only shortlisted candidates will be notified.*