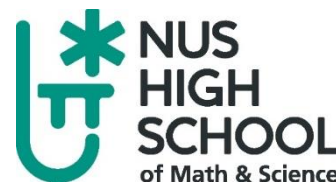


The NUS High School of Mathematics and Science is a specialized school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science. We invite suitable applicants for the below position



TEMPORARY ASSISTANT EXECUTIVE, ALUMNI RELATIONS OFFICE (SEPTEMBER – DECEMBER 2023)

You will assist Head (Communications and Outreach, Stakeholder Engagement) and work with the Alumni Committee to support and develop plans for active alumni engagement and networking, as well as build and maintain the alumni database, providing useful analysis of the data.

Key Responsibilities:

Building and Analysis of Alumni Database.

- Update and maintain an active and accurate database to help profile all alumni through desktop search, social media, cold calls, events etc.
- **Perform meaningful analysis of alumni data** for useful insights

Support and actively develop plans for active alumni engagement.

- **Develop, implement, manage and evaluate** event programmes and budget to promote alumni relations. This may also include homecoming, networking events etc.
- **Manage websites and social media accounts** on Facebook, Instagram, Telegram, etc. Develop a schedule of regular updates for active engagement of alumni.
- **Provide content and carry out editorial duties** for alumni publication such as alumni magazine/newsletters. Carry out photography and interviews with alumni to gather content.
- **Support and actively develop plans for active alumni engagement.** This includes creating a close-knit community for students after they have graduated.
- Act as primary point of contact for all alumni enquiries.
- Provide administrative support to alumni relations work including taking minutes, administration for set up of Alumni association, branding of Alumni Association etc.

Requirements:

- At least 1-3 years of relevant experience.
- Dynamic and motivated with good organizing abilities
- Excellent interpersonal and communication skills (including written)
- Proficient in Microsoft Excel, with a keen eye for data management and analysis
- Team player who is also able to work independently to meet tight timelines and achieve goals

Remuneration:

\$11/- per hour

Working Hours:

Mon – Thur: 8:30am – 6:00pm

Fri: 8:30am – 5:30pm

Interested applicants, please email your detailed resume to hr@highsch.nus.edu.sg by **15 September 2023**.

We regret that only shortlisted candidates will be notified.