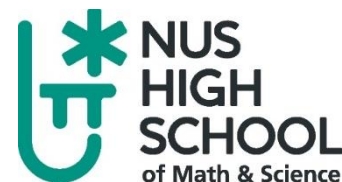


The NUS High School of Mathematics and Science is a specialized school offering a seamless 6-year programme to students between the ages of 12+ and 18 years and who have an aptitude for Mathematics and Science. We invite suitable applicants for the below position



TEMPORARY ASSISTANT EXECUTIVE, OUTREACH (JAN – JUL 2024)

You will assist the Outreach Department to support and develop plans for active outreach to the math and science talent in primary schools.

Key Responsibilities:

Science Outreach.

- Work with our Outreach Educators to **design programmes** consisting of workshops, online modules and other activities particularly **in the area of Physics and Engineering** that will **engage Primary 5 and 6 math and science talent** from our primary school partners.
- **Initiate and mentor** simple and short **research projects** with primary school students.
- **Carry out** the programmes planned together with NUS High student helpers, and be able to **adapt activities** to students with a **wide range of abilities**.
- **Mentor** the primary school students in our outreach programmes so as to **nurture their passion** in math and science.

Collaboration with Student Interest Groups (SIG).

- **Provide guidance** for student helpers from our SIGs to support the outreach activities as facilitators and student mentors.
- **Provide support** to SIG Teachers for their activities.

Miscellaneous Teaching and Learning Activities.

- **Provide support** to academic departments for simple relief tasks.

Requirements:

- Excellent interpersonal and communication skills (including written)
- Has a heart for inspiring young students with a passion in science.
- Dynamic and motivated with good organizing abilities.
- A team player who is also able to work independently to meet tight timelines and achieve goals.

Remuneration:

S\$1,820 - \$2,000 per month

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 **10th November 2023**.

We regret that only shortlisted candidates will be notified.