

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, SPECIAL PROJECTS (JAN – DEC 2024)

You will assist the Outreach Department to support in the administration of our primary school competitions. You will also assist the Alumni Relations Office 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:

A) Administrative Support for Competitions

- **Oversee registration and payment processes** for the Singapore Primary Science Olympiad (SPSO) and National Mathematical Olympiad of Singapore (NMOS).
- **Liase** with parents and teachers of participating students for the above two competitions to address their concerns.
- **Assist** the teacher committees of the above two competitions in various other administrative and logistics matters, including verifying/sorting of script returns from primary schools and processing of results.

B) The Alumni Relations Office:

- 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.
- **Manage websites and social media accounts** on Facebook, Instagram, Telegram, etc. Develop a schedule of regular updates for active engagement of alumni.

C) Miscellaneous Teaching and Learning Activities.

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

D) Requirements:

- Meticulous and motivated with excellent organizing abilities.
- Confident to work with Microsoft Excel.
- Excellent interpersonal and communication skills (including written).
- Proficient in Microsoft Excel, with a keen eye for data management and analysis
- 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.