

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

This position will be suitable for those who are interested in exploring the education sector. You will assist the Outreach Department to facilitate and develop plans for active outreach to the math and science talent in primary schools. You will also have the opportunity to take on dynamic and technical projects in various sectors that contribute to the vibrant school environment.

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 and other sciences** 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.

Supporting the Alumni Relations Office.

- Assist in **communications with Alumni**
- Maintenance of **Alumni Database**
- Assist in the **preparation of 20th Anniversary Homecoming**

Supporting the Corporate Communications Committee.

- **Design** of Publicity Material
- **Social media content generation**

Requirements:

- Excellent interpersonal and communication skills (including written)
- Competent in using tools like excel for data analysis, and keen to master other data visualization platforms.
- 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.

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.

We regret that only shortlisted candidates will be notified.