

The NUS High School 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 following position:

TEMPORARY ASSISTANT EXECUTIVE (1-YEAR CONTRACT)

Temporary Assistant Executive, Alumni Relations and Outreach

You will play a primary role in supporting the Alumni Relations Office by supporting and developing plans for active alumni engagement and networking, facilitating alumni contribution to the school and building upon the existing alumni database to provide useful analysis of the data. You will also be helping out in outreach efforts and events.

Key responsibilities:

- Perform analysis of alumni data for useful insights
- Update and maintain an active and accurate profiling database of all alumni
- Support and actively develop plans for active alumni engagement.
- Develop, implement, manage and evaluate event programmes and budget to promote alumni relations.
- Manage websites and social media accounts.
- 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.
- 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.
- Performs miscellaneous job-related duties as assigned, including outreach efforts.

Requirements:

- Good organizational and administrative skills, able to handle a few projects simultaneously
- Confident to converse and speak with people from different backgrounds and able to communicate clearly
- Excellent IT skills particularly with MS Office (experience with database and analysis tools like Power BI will be advantageous)
- Meticulous, pro-active and good team player
- Familiar with handling social media platforms (Instagram, Telegram)
- Experience in the areas of data analysis, administration, event organisation, business and marketing, designing, copywriting, photography and editorial skills will be advantageous.

Remuneration:

\$10/- per hour

Working Hours:

Mon – Thur: 8:30am – 6:00pm

Fri: 8:30am – 5:30pm

Interested applicants, please write in or email your detailed resume by **21 December 2022** to:

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



Only shortlisted candidates will be notified.