

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.



SENIOR EXECUTIVE, PARTNERSHIP & INTERNATIONALIZATION (P&I)

You will provide support to the Partnership & Internationalization Department in the planning and executing of local and international programmes and that will support students' learning and handle operational and administrative works for school events. You will work with multiple stakeholders including parents, teachers, alumni, industry partners, overseas schools in the course of work.

Key responsibilities:

- Plan and organize student exchange programmes including outbound overseas trips and hosting of inbound visits by overseas delegations, with attention to details related to specific logistical arrangements, timeline, budget & expenses, available resources etc.
- Manage and support logistics arrangements such as flights, accommodation, visa, transport etc. for overseas programmes involving staff and students.
- Source and collaborate with industry partners and other stakeholders on internships and job shadowing opportunities, manage student applications and monitor students' internship progress and placements.
- Plan and organise STEM and innovation related learning journeys for students.
- Cultivate, develop and maintain international and local partnerships such as expanding database and network of existing and potential partners; providing support for delivery of relevant partnership programmes; facilitating memorandum of understanding signing; maintain centralized records of partnership database etc.
- Provide operational and logistical support for school events such as registration for the biennial Singapore International Mathematical and Modelling Challenge organized by the School etc.
- Support day to day administrative tasks such as providing timely report of programme data, publication collaterals, track relevant event KPIs, or other departments' duties etc.

Requirements:

- At least a Diploma/Degree from a reputable institution
- Preferred 1 – 2 years of relevant work experience in events and partnership management
- Strong administrative and organizational skills
- Meticulous and detail-oriented with high standards on logistical and operational arrangements
- Good analytical, planning, facilitation and problem-solving skills
- Strong interpersonal and communication skills (both verbal and written)
- Willing to travel overseas
- Proficient in Microsoft Office Suite with proficiency in MS Excel
- Pro-active, self-motivated and strong team player
- Drive and passion in working with students and other stakeholders of the school

- Effectively bilingual for correspondences with Chinese counterparts and able to do design work will be an advantage.

Employment Terms:

2-years contract, subject to renewal

Remuneration will be commensurate with qualifications and experience. Interested applicants, please email your detailed resume to hr@highsch.nus.edu.sg by **4 May 2024**.

Only shortlisted candidates will be notified.