

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



ASSISTANT EXECUTIVE, OUTREACH (TEMPORARY)

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.

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.

Requirements:

- Possess GCE "A" level (Science Stream) or Diploma in Science/Engineering
- 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.
- Experience working with students would be an advantage

Employment Terms:

August – December 2024 (with option to extend)

Remuneration:

S\$2,000 - S\$2,300 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 26 July 2024.

We regret that only shortlisted candidates will be notified.