



National University of Singapore Graduate Students' Society (NUS GSS)
41st Executive Committee Elections

NUSGSS
41st Executive Committee
(Sub-committee)
Election Handbook



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Introduction

The NUS Graduate Students' Society (GSS) is inviting nominations for the following positions in the **41st Executive Committee (ExCo) Sub-committee**:

Sub-Committee	Position Title
Leading Core	Treasurer
Treasurer Cell	Assistant Treasurer
Internal Affairs Cell	Human Resource Manager
	Member Engagement Manager
External Affairs Cell	Alumni Relations Manager
	University Relations Manager
	Partnerships & External Engagement Manager
Secretary Cell (Knowledge Team)	Deputy General Secretary (Knowledge)
	Knowledge Management Manager
Secretary Cell (Communication Team)	Deputy General Secretary (Communications)
	Design and Creative Manager
	Social Media Manager
	Video Production Manager
Community Affairs Cell	Welfare & Events Manager
	Community Outreach Manager
	Community Insights Manager
Student Affairs Cell (Social Events Team)	Deputy Director (Social Events)
	Social Events Manager
Student Affairs Cell (Academic Affairs Team)	Deputy Director (Academic Affairs)
	Academic Events Manager
Student Affairs Cell (Special Events Team)	Deputy Director (Special Events)
	Special Events Manager

Each candidate may contest up to two positions and must submit their nomination via the [nomination form](#) by May 31, 2026, 11:59 PM

Eligibility

To contest in the elections, candidates must:

- Must be registered as members of NUS GSS on NUSync. Membership is free and can be obtained here: https://nusync.nus.edu.sg/GSS/club_signup.
- Must be a CURRENTLY ENROLLED master's or PhD students (new/incoming students are not yet eligible until the start of AY 26/27)
- Must be enrolled for the whole academic year (AY 26/27), and serve the whole academic year. Students graduating by Sem 1, AY 26/27 are not eligible.

Notes:

- Students graduating by the end of AY 26/27 are eligible, provided they remain in Singapore until the end of their term on 31 Aug 2027.
- Students graduating by Dec 2026 (Sem 1, AY 26/27) are NOT eligible.
- Students graduating by the end of AY 25/26 and are planning to take on a new degree by AY 26/27 are NOT eligible for this round.



What You will Gain from Joining GSS ExCo

- GAP Hours claimable for PhD students (subject to scholarship terms and conditions).
- Priority consideration for hostel during their term, provided KPIs for the position are fulfilled.
- Received an official CCA record recognition.
- Networking opportunities with university officials, peers, and fellow graduate students.
- Leadership experience through taking on a position of responsibility.
- A vibrant community with opportunities to build friendships and create lasting memories

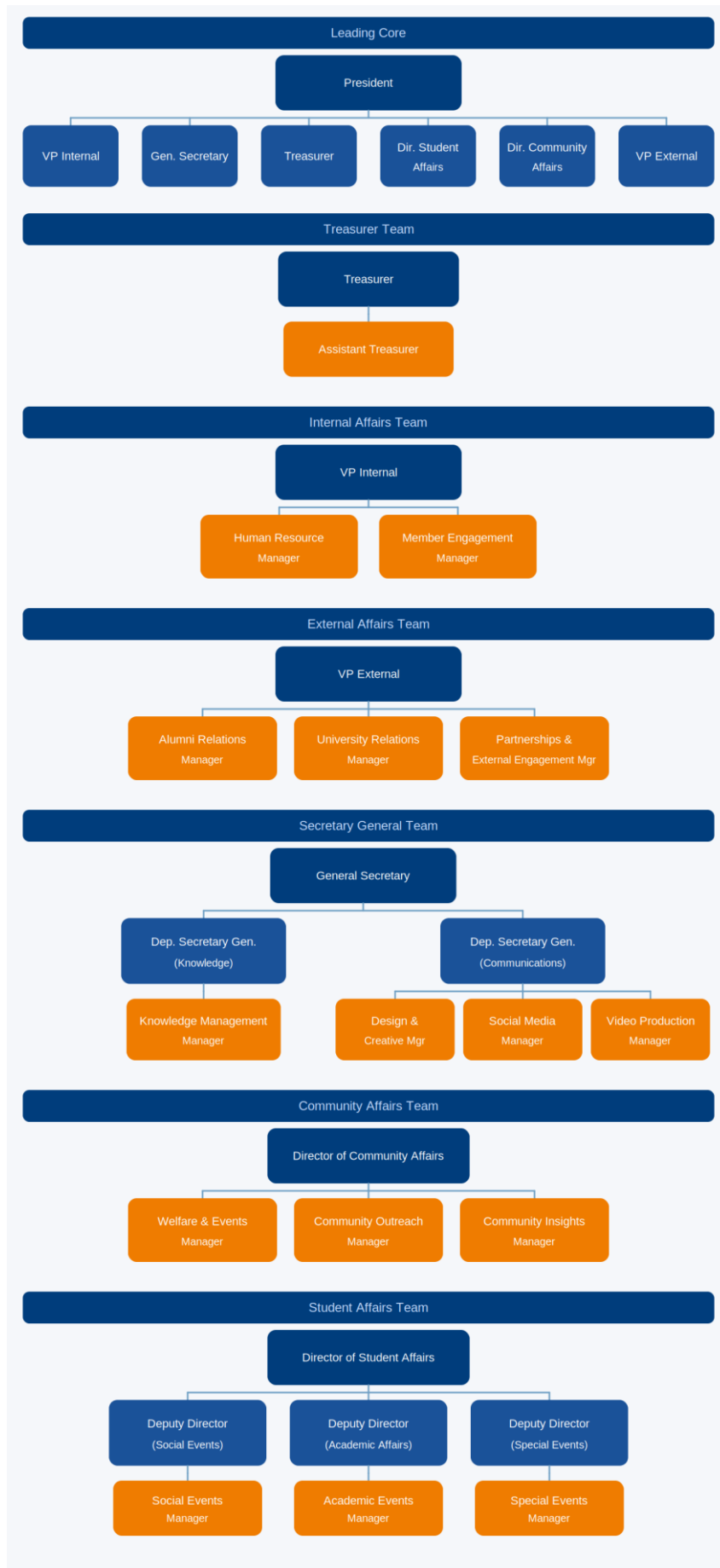
Election Process Overview

- Fill in the [nomination form](#) and upload the required documents.
- An initial pre-screening will be conducted by the 41st ExCo to determine eligibility and suitability.
- All those who pass the pre-screening will receive an invitation to attend the in-person interviews to be conducted on **June 6, 2026 (Saturday)**. Time and venue will be announced in the email. Online interviews will not be allowed unless a valid reason is given by **June 4, 2026 (11:59 PM)** the latest.
- During the interview, applicants will be asked about their background, experience, and plans for the role/s they applied for. Questions relevant and specific to the role will also be asked.
- Results will be released by **June 9, 2026**.
- An official planning meeting for the whole 41st ExCo will be conducted in July 2026 and all executive committee members are expected to attend.



National University of Singapore Graduate Students' Society (NUS GSS)
41st Executive Committee Elections

Organizational Chart for 41st Executive Committee of NUS GSS





National University of Singapore Graduate Students' Society (NUS GSS)
41st Executive Committee Elections

Available Positions



NUS GRADUATE STUDENTS' SOCIETY
Treasurer

Position Title Treasurer

Reporting To President

Sub-Committee Leading Core

General Role

The Treasurer holds fiduciary responsibility for the Society's finances, with a mandate that goes beyond record-keeping. You are expected to set the financial direction of the organisation, make informed decisions on spending and revenue generation, and ensure the Society remains financially sustainable across the term. This role also carries direct supervisory responsibility over the Assistant Treasurer, whose day-to-day execution supports the Treasurer's broader financial strategy.

Key Responsibilities

- Sets and owns the Society's overall budget, making strategic decisions on resource allocation across all sub-committees and programmes.
- Identifies fundraising opportunities and income-generating initiatives, and determines the approach and direction for their execution.
- Monitors financial performance across the organisation, reviewing expenditure against budget and stepping in where corrective action is needed.
- Prepares the annual financial report for the AGM and leads the coordination with Honorary Auditors for the yearly audit.
- Coordinates marketing activities tied to the Society's financial sustainability and value proposition.
- Directly supervises and guides the Assistant Treasurer, setting priorities and ensuring financial processes are followed consistently.

Ideal Candidate

A person with a strong sense of financial responsibility and the strategic mindset to think beyond day-to-day transactions. You should be comfortable making decisions with financial implications, managing multiple budgets simultaneously, and keeping the organisation accountable to its financial commitments, while also being a clear and supportive supervisor to the Assistant Treasurer.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Assistant Treasurer

Position Title Assistant Treasurer

Reporting To Treasurer

Sub-Committee Treasurer Cell

General Role

The Assistant Treasurer is the operational backbone of the Society's financial activities. While the Treasurer sets the financial direction and holds overall accountability, the Assistant Treasurer handles the execution, including tracking event expenditures, managing purchases, and running the on-the-ground work behind fundraising initiatives. This role requires someone who is detail-oriented, proactive, and disciplined enough to keep the Society's financial records clean and current at all times.

Key Responsibilities

- Tracks and reconciles event-level expenditures, ensuring all spending is documented, receipted, and reported accurately to the Treasurer after each event.
- Manages purchasing logistics for Society events and programmes, including obtaining quotes, processing payments, and maintaining a clear paper trail for all transactions.
- Executes fundraising activities on the ground, including coordination during the activity, collection and safekeeping of proceeds, and post-activity financial reconciliation.
- Liaises with sub-committee leads to collect financial documentation and chase outstanding receipts and expense claims in a timely manner.
- Maintains organised and up-to-date financial records, feeding accurate data to the Treasurer for budget monitoring and reporting purposes.
- Flags any budget discrepancies, overspending risks, or financial irregularities to the Treasurer promptly for review and decision.

Ideal Candidate

An organised, thorough, and reliable individual who are comfortable handling money matters, keeping meticulous records, and following up persistently to get receipts and documentation in order. Experience with basic bookkeeping, spreadsheets, or event budgeting would be a strong advantage.

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NUS GRADUATE STUDENTS' SOCIETY
Human Resource Manager

Position Title Human Resource Manager

Reporting To Vice President Internal

Sub-Committee Internal Affairs Cell

General Role

The Human Resource Manager oversees the full internal lifecycle of Society members — from the moment they are recruited to how they grow, perform, and are recognised within the team. Working closely with the VP Internal and the Leading Core, they ensure that every member is set up for success and that the committee remains motivated, accountable, and high-performing throughout the term. This role also holds responsibility for the Society's data compliance and constitutional integrity, ensuring that internal governance remains sound and up to date.

Key Responsibilities

- Leads the recruitment and onboarding process, including interviews, orientation, and role allocation for incoming sub-committee members.
- Develops and tracks KPIs and performance metrics for committee members across all sub-committees, ensuring accountability and progress.
- Monitors and manages GAP hours, ensuring fair distribution and accurate record-keeping across the committee.
- Designs and runs the reward and recognition system to celebrate member contributions and sustain motivation.
- Identifies performance gaps and works with relevant leads to provide support, development opportunities, or corrective guidance.
- Reviews and updates the Society's Constitution and internal policies in coordination with the VP Internal, ensuring they remain current and properly documented.
- Maintains organised records of policy documents, amendments, and official correspondence for regulatory purposes.
- Ensures compliance with NUS PDPA guidelines and other regulatory requirements, flagging risks to the VP Internal and advising on corrective actions.

Ideal Candidate

An organised and people-oriented individual who can balance administrative precision with genuine care for their teammates. Experience in HR, project coordination, or leadership roles where managing others' progress was a core responsibility would be a strong advantage. A methodical approach to governance, data handling, and compliance is equally important in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Member Engagement Manager

Position Title Member Engagement Manager

Reporting To Vice President Internal

Sub-Committee Internal Affairs Cell

General Role

The Member Engagement Manager cultivates a thriving team culture by planning meaningful bonding experiences and learning opportunities for Society members. They act as the pulse of the committee — ensuring that members feel connected, valued, and continuously growing beyond just their roles. Working hand-in-hand with the VP Internal, they help shape the kind of environment people genuinely want to be part of.

Key Responsibilities

- Plans and executes regular team bonding activities that strengthen relationships and build a sense of community across all sub-committees.
- Champions and sustains a positive, inclusive committee culture in both formal settings and day-to-day interactions.
- Organises learning opportunities such as workshops, sharing sessions, and skill-building activities to support member development.
- Gathers feedback from members to assess team morale and surfaces areas for improvement to the VP Internal.
- Collaborates with the People & Performance Manager to align engagement initiatives with onboarding and recognition efforts.

Ideal Candidate

A warm, creative, and proactive individual who naturally brings people together and genuinely enjoys building community. Someone with event planning experience or a strong instinct for reading team dynamics will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Alumni Relations Manager

Position Title Alumni Relations Manager

Reporting To Vice President External

Sub-Committee External Affairs Cell

General Role

The Alumni Relations Manager strengthens connections between the Society and its alumni network to foster mentorship, professional development, and long-term community engagement. They play a key role in sustaining alumni relationships and creating opportunities for meaningful interaction between current graduate students and the broader NUS alumni community.

Key Responsibilities

- Supports the planning and coordination of alumni engagement initiatives, including networking sessions, mentorship programmes, and panel discussions.
- Maintains active communication with alumni and assists in expanding the Society's alumni network through targeted outreach.
- Coordinates alumni participation in Society events, career initiatives, and student development programmes.
- Works with the External Relations Cell to strengthen long-term alumni partnerships and community ties.
- Maintains and updates alumni contact databases and engagement records to support continuity across terms.

Ideal Candidate

A personable and initiative-driven individual with strong communication and relationship-building skills. Someone who enjoys community engagement, networking, and professional outreach, and understands the value of maintaining long-term relationships, will excel in this role.

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NUS GRADUATE STUDENTS' SOCIETY
University Relations Manager

Position Title	University Relations Manager
Reporting To	Vice President External
Sub-Committee	External Affairs Cell

General Role

The University Relations Manager supports the Society's engagement with university administrative offices, faculties, and graduate student organisations across NUS. They help strengthen institutional relationships and facilitate collaborative initiatives that advance the interests and visibility of the graduate student community.

Key Responsibilities

- Liaises with university administrative offices, faculties, colleges, and student organisations on behalf of the Society.
- Supports the coordination of collaborative initiatives, meetings, and inter-organisational activities.
- Facilitates clear and timely communication between the Society and relevant university stakeholders.
- Identifies opportunities for advocacy, student engagement, and institutional collaboration and surfaces them to the VP External.
- Maintains organised records of contacts, meetings, and ongoing institutional initiatives.

Ideal Candidate

A professional and dependable individual with strong interpersonal and organisational skills. Someone who communicates confidently, works well with diverse stakeholders, and has a genuine interest in university engagement and graduate student advocacy will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY

Partnerships & External Engagement Manager

Position Title Partnerships & External Engagement Manager

Reporting To Vice President External

Sub-Committee External Affairs Cell

General Role

The Partnerships & External Engagement Manager develops and supports collaborations with external organisations, industry partners, and community groups to expand the opportunities available to graduate students. They contribute to the Society's outreach efforts by building partnerships that support events, sponsorships, and professional development initiatives.

Key Responsibilities

- Leads outreach to external organisations, companies, and community partners for collaborations and sponsorship opportunities.
- Coordinates partnership discussions, follow-ups, and the execution of collaborative initiatives.
- Identifies opportunities for external engagement that benefit the graduate student community and presents these to the VP External.
- Works closely with other sub-committees to support externally partnered events and programmes.
- Maintains partnership records and supports long-term relationship management with external stakeholders.

Ideal Candidate

A proactive and resourceful individual with strong communication and networking abilities. Someone comfortable engaging with external stakeholders, developing partnerships, and supporting collaborative initiatives will excel in this role. Candidates with an interest in professional development, outreach, or industry engagement are especially encouraged to apply.

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NUS GRADUATE STUDENTS' SOCIETY

Deputy General Secretary (Knowledge)

Position Title Deputy General Secretary (Knowledge)

Reporting To General Secretary

Sub-Committee Secretary Cell - Knowledge Team

General Role

The Deputy General Secretary (Knowledge) leads the Knowledge Team within the Secretary Cell, overseeing the Society's administrative operations and institutional records. As team lead, they are responsible for the day-to-day direction of the Knowledge Management Specialist, while working closely with the General Secretary to ensure the organisation runs smoothly, remains well-documented, and carries its institutional knowledge forward across terms.

Key Responsibilities

- Leads and directs the Knowledge Management Specialist, setting priorities and ensuring the team delivers on its administrative and documentation responsibilities.
- Supports the General Secretary in overseeing the Society's internal coordination, administrative workflows, and organisational records.
- Coordinates meeting logistics, prepares agendas, and oversees the documentation of meeting minutes and follow-up actions.
- Serves as secondary administrator for NUSync, managing membership data, event registrations, and internal tracking systems.
- Manages institutional documents and operational workflows across the Executive Committee, ensuring information is accessible and well-organised.

Ideal Candidate

A detail-oriented, dependable, and organised individual who is comfortable leading a small team and keeping institutional processes running smoothly. Someone with strong administrative instincts, clear communication, and a genuine interest in organisational continuity will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Knowledge Management Manager

Position Title Knowledge Management Manager

Reporting To Deputy General Secretary (Knowledge) / General Secretary

Sub-Committee Secretary Cell - Knowledge Team

General Role

The Knowledge Management Manager preserves and strengthens the Society's institutional memory by ensuring that important records, resources, and operational knowledge are well-organised and accessible. Working under the direction of the Deputy General Secretary (Knowledge), they help create continuity across committees by maintaining documentation systems and supporting members with the resources they need to work effectively and collaboratively.

Key Responsibilities

- Maintains and organises internal records, shared drives, meeting archives, and operational documents of the Society.
- Supports the development and updating of resource materials, onboarding guides, and knowledge repositories for incoming and current members.
- Documents events, programmes, and organisational processes to ensure continuity and preserve institutional memory across terms.
- Coordinates administrative processes including attendance tracking, scheduling, and internal communications support.

Ideal Candidate

A meticulous, structured, and proactive individual who values organisation and long-term continuity. Someone comfortable working with documentation systems, managing information, and supporting team coordination behind the scenes will excel in this role.

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NUS GRADUATE STUDENTS' SOCIETY

Deputy General Secretary (Communications)

Position Title Deputy General Secretary (Communications)

Reporting To General Secretary

Sub-Committee Secretary Cell - Communications Team

General Role

The Deputy Secretary General (Communications) leads the Communications Team within the Secretary Cell, overseeing the Society's public voice, digital presence, and creative output. As team lead, they are responsible for directing the Design and Creative Manager, Socials and Media Manager, and Video Production Manager — setting the communications strategy and ensuring that all outputs are cohesive, timely, and aligned with the Society's identity. They work closely with the General Secretary to coordinate publicity and outreach across all Society activities.

Key Responsibilities

- Leads and directs the Communications Team — Design and Creative, Socials and Media, and Video Production — setting priorities, managing timelines, and ensuring quality across all outputs.
- Develops and owns the Society's overall communications strategy, branding direction, and public outreach approach across digital and physical platforms.
- Coordinates publicity planning for events, campaigns, and initiatives in collaboration with relevant teams across the Society.
- Drafts and reviews official announcements, newsletters, and external communications materials before publication.
- Ensures consistency in tone, branding, and messaging across all Society-facing content produced by the team.

Ideal Candidate

A creative, strategic, and collaborative communicator with a strong sense of storytelling, branding, and team leadership. Someone who can manage multiple projects simultaneously, guide a creative team with clarity and direction, and translate ideas into engaging public-facing content will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Design and Creative Manager

Position Title Design and Creative Manager

Reporting To Deputy General Secretary (Communications) / General Secretary

Sub-Committee Secretary Cell - Communications Team

General Role

The Design and Creative Manager brings the Society's ideas and initiatives to life through compelling and cohesive visual content. Working under the direction of the Deputy General Secretary (Communications), they play an important role in shaping the Society's visual identity by creating designs that engage audiences, strengthen branding, and support campaigns and events across both digital and physical platforms.

Key Responsibilities

- Designs publicity materials including posters, social media graphics, presentation decks, merchandise, and event collaterals.
- Ensures visual consistency and alignment with the Society's branding and communication style across all outputs.
- Collaborates closely with the Deputy General Secretary (Communications) and Socials and Media Manager on campaigns and promotional materials.
- Supports creative ideation and visual storytelling for both online and offline engagement activities.

Ideal Candidate

A creative and detail-oriented individual with a strong eye for aesthetics and visual storytelling. Someone proficient in design tools, open to collaboration, and excited to translate ideas into impactful visuals will flourish in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Social Media Manager

Position Title Social Media Manager

Reporting To Deputy General Secretary (Communications) / General Secretary

Sub-Committee Secretary Cell - Communications Team

General Role

The Social Media Manager manages the Society's online presence by creating engaging digital content and fostering interaction across social platforms. Working under the direction of the Deputy General Secretary (Communications), they help keep the community informed, connected, and engaged through timely updates, creative storytelling, and audience-focused communication strategies.

Key Responsibilities

- Manages and updates the Society's social media platforms and website with timely content, announcements, and news updates.
- Develops engaging digital content including captions, stories, event highlights, and community engagement initiatives.
- Monitors social media trends, audience engagement, and platform analytics to improve the effectiveness of the Society's outreach.
- Keeps the Society's website current and accurate in coordination with the Deputy General Secretary (Communications).

Ideal Candidate

A creative, adaptable, and digitally savvy individual who enjoys online engagement and storytelling. Someone who understands social media trends, communicates effectively, and can create content that resonates with audiences will thrive in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Video Production Manager

Position Title Video Production Manager

Reporting To Deputy General Secretary (Communications) / General Secretary

Sub-Committee Secretary Cell - Communications Team

General Role

The Video Production Manager is responsible for capturing and producing visual content that documents and promotes the Society's events, initiatives, and community stories. This covers both videography and photography — from shooting on the ground at events to editing and packaging the final output for distribution across the Society's platforms. Working under the direction of the Deputy General Secretary (Communications), they play a key role in strengthening the Society's visual storytelling and ensuring that every event is properly documented.

Key Responsibilities

- Plans and executes photo and video coverage at Society events, ensuring key moments are captured for use across social media, newsletters, and official communications.
- Produces and edits short-form video content, including social media reels, for event promotions, recaps, interviews, and digital storytelling initiatives.
- Manages and maintains an organised library of the Society's photo and video assets, ensuring they are catalogued and accessible to relevant teams.
- Collaborates with the Design and Creative Manager and Socials and Media Manager to ensure cohesive visual and narrative branding across all media outputs.
- Manages filming schedules, shot lists, and post-production workflows for the Society's media outputs.

Ideal Candidate

A creative and resourceful individual with a passion for visual storytelling across both photo and video formats. Someone with experience in shooting and editing, a strong sense of composition and pacing, and the ability to work independently on the ground at events will excel in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Welfare & Events Manager

Position Title Welfare & Events Manager

Reporting To Director of Community Affairs

Sub-Committee Community Affairs Cell

General Role

The Welfare & Events Manager is responsible for the planning and execution of welfare and cultural initiatives that support the well-being and sense of belonging of the graduate student community. Working closely with the Director of Community Affairs, they ensure that students feel cared for and celebrated throughout the academic year — through both meaningful welfare touchpoints and inclusive cultural programming.

Key Responsibilities

- Leads the sourcing, preparation, and distribution of welfare packs at key points in the academic year, including midterm season, examination periods, and special events.
- Plans and organises regular mental and physical well-being sessions — both online and in-person — that provide students with practical support and awareness.
- Plans and executes cultural celebration events for major holidays including Deepavali, Hari Raya, Chinese New Year, and Christmas.
- Coordinates logistics and volunteers for welfare and cultural events, ensuring smooth execution from planning through to delivery.
- Works with the Community Outreach Manager to promote welfare and cultural initiatives effectively to the graduate student community.

Ideal Candidate

An individual with a genuine interest in student welfare and cultural inclusivity, and the organisational ability to bring meaningful events to life. Strong time management, attention to detail, and a warm, people-first approach are essential for this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Community Outreach Manager

Position Title Community Outreach Manager

Reporting To Director of Community Affairs

Sub-Committee Community Affairs Cell

General Role

The Community Outreach Manager is responsible for the Society's community-facing communications within the Community Affairs team. They create and manage content that promotes the team's initiatives, fosters ongoing engagement with the graduate student community, and amplifies the Society's welfare and cultural programming across digital and physical channels.

Key Responsibilities

- Prepares social media posts and promotional materials to raise awareness of events and initiatives organised by the Community Affairs team.
- Creates and manages a regular stream of content on mental and physical well-being tips, shared across online and offline platforms to support graduate students.
- Runs the Student Spotlight social media campaign, showcasing the diverse talents and stories of graduate students beyond their academic work.
- Assists the Welfare & Events Manager in coordinating welfare pack distribution outreach to relevant departments and student groups.
- Ensures consistent and timely community communications that reflect the Society's inclusive and supportive identity.

Ideal Candidate

An individual with strong design capabilities across digital and physical formats, and a flair for content creation and community storytelling. Confidence in engaging with departments and external groups, paired with good organisational skills and a proactive attitude, will set you apart in this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Community Insights Manager

Position Title Community Insights Manager

Reporting To Director of Community Affairs

Sub-Committee Community Affairs Cell

General Role

The Community Insights Manager is responsible for understanding the graduate student community from the inside, including assessing student well-being, academic load, and lived experience at key points throughout the academic year. They turn that understanding into actionable insights that guide the Community Affairs team's decisions and strengthen the Society's advocacy on behalf of students.

Key Responsibilities

- Designs and conducts regular surveys, both online and in-person, to gather student feedback on well-being, academic pressures, and community needs.
- Collates and analyses survey results to surface patterns and insights, enabling the Community Affairs team to make informed decisions on future initiatives and potential collaborations with university bodies such as UCS.
- Serves as a primary point of contact for graduate students seeking to voice concerns, and communicates these to the relevant teams and stakeholders.
- Ensures that all data collection, storage, and reporting are handled with care, maintaining confidentiality and compliance with PDPA guidelines.
- Prepares clear and concise insight reports for the Director of Community Affairs to support planning and advocacy efforts.

Ideal Candidate

An empathetic, analytical, and well-organised individual who understands how to design surveys that yield meaningful, actionable results, and you are comfortable translating data into clear recommendations. An interest in student advocacy, community well-being, or social research would make you a strong fit for this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Deputy Director (Social Events)

Position Title Deputy Director (Social Events)

Reporting To Director of Student Affairs

Sub-Committee Student Affairs Cell - Social Events Team

General Role

The Deputy Director (Social Events) leads the Social Committee, serving as the primary point of accountability for the Society's social programming calendar. While the Social Events Manager focuses on the hands-on planning and execution of individual events, the Deputy Director takes ownership of the committee's overall direction — setting priorities, coordinating the team's work, and ensuring that the Social Committee's output collectively meets the Society's objectives. They work closely with the Director of Student Affairs on strategy and serve as the committee's representative in cross-team planning.

Key Responsibilities

- Leads and directs the Social Events Manager, setting committee priorities, coordinating workloads, and holding the team accountable to its goals and timelines.
- Works closely with the Director of Student Affairs to develop the social events strategy and programming calendar for the term.
- Reviews and provides direction on event proposals and plans before implementation, ensuring quality and alignment with the Society's social objectives.
- Represents the Social Committee in cross-committee meetings, planning sessions, and coordination with other teams.
- Steps in actively to support event planning and execution where needed, particularly for larger or higher-visibility social programmes.
- Identifies opportunities to grow, improve, and innovate the Society's social programming throughout the term.

Ideal Candidate

An individual with experience leading a team or taking full ownership of a programme from end to end, and a genuine passion for social events and community building. You should be confident in directing others, communicating across teams, and ensuring your committee delivers consistently, even when things don't go to plan.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Social Events Manager

Position Title Social Events Manager

Reporting To Deputy Director (Social Events) / Director of Student Affairs

Sub-Committee Student Affairs Cell - Social Events Team

General Role

The Social Events Manager is the primary executor within the Social Committee, responsible for the on-the-ground planning and delivery of the Society's social programming. Working under the direction of the Deputy Director (Social Events), they focus on turning the committee's vision into well-run, engaging events — from the flagship Friendship Mixer to professional networking events and faculty-wide social gatherings. Beyond recurring events, they are expected to actively propose new social event formats that keep the Society's programming fresh throughout the year.

Key Responsibilities

- Conceptualises and proposes new social event ideas that expand and refresh the Society's programming calendar beyond its recurring events.
- Plans and executes social events including the flagship Friendship Mixer, professional networking mixers, and faculty-wide social gatherings.
- Manages end-to-end event logistics including venue sourcing, catering, activity planning, and event timelines.
- Coordinates with the communications team for event publicity, promotional materials, and post-event coverage.
- Works with the Assistant Treasurer on event budgets, purchasing, and financial tracking.
- Gathers post-event feedback to evaluate impact and informs the Deputy Director on future social programming decisions.

Ideal Candidate

An individual with prior experience planning or hosting events and a genuine passion for networking and social cohesion. You should be comfortable managing logistics from start to finish, thinking creatively about event formats, and building environments where people feel welcome and genuinely engaged.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Deputy Director (Academic Affairs)

Position Title Deputy Director (Academic Affairs)

Reporting To Director of Student Affairs

Sub-Committee Student Affairs Cell - Academic Affairs Team

General Role

The Deputy Director (Academic Affairs) leads the Academic Affairs Committee, serving as the primary point of accountability for the Society's academic programming calendar. While the Academic Events Manager focuses on the hands-on planning and facilitation of individual events, the Deputy Director takes ownership of the committee's overall direction, such as setting the academic strategy, coordinating the team's work, and ensuring that all academic programmes remain relevant and impactful for the graduate student community. They work closely with the Director of Student Affairs and represent the committee in broader planning discussions.

Key Responsibilities

- Leads and directs the Academic Events Manager, setting committee priorities, coordinating workloads, and ensuring the team delivers on its academic programming goals.
- Works closely with the Director of Student Affairs to develop the academic events strategy and programming calendar for the term.
- Reviews and provides direction on event proposals and facilitation plans, ensuring academic relevance, quality, and alignment with student needs.
- Represents the Academic Affairs Committee in cross-committee meetings, planning sessions, and coordination with other teams and university departments.
- Supports the identification of speakers, academic partners, and collaborative opportunities that strengthen the quality of the committee's programming.
- Identifies opportunities to grow and innovate the Society's academic programming, staying attuned to the professional and scholarly interests of the graduate student community.

Ideal Candidate

An individual with a genuine interest in academic and professional development, and the leadership ability to guide a team toward delivering a consistent and high-quality events programme. You should be comfortable engaging with a wide range of academic stakeholders, taking strategic ownership of a programme area, and ensuring your committee's work remains relevant and impactful throughout the term.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Academic Events Manager

Position Title Academic Events Manager

Reporting To Deputy Director (Academic Affairs) / Director of Student Affairs

Sub-Committee Student Affairs Cell – Academic Affairs Team

General Role

The Academic Events Manager is the primary executor within the Academic Affairs Committee, responsible for the on-the-ground planning and delivery of the Society's academic programming. Working under the direction of the Deputy Director (Academic Affairs), they focus on turning the committee's vision into well-facilitated, meaningful events, from research seminars and skills workshops to career development sessions. They are also expected to actively propose new academic event formats that respond to the evolving needs of the graduate student community.

Key Responsibilities

- Conceptualises and proposes new academic event ideas that address the professional and scholarly development needs of graduate students.
- Plans and executes academic events including research seminars, skills-based workshops, and career development sessions.
- Identifies and reaches out to potential speakers, panellists, and facilitators for academic events.
- Manages end-to-end event logistics including venue, scheduling, materials, and coordination with relevant departments or university offices.
- Coordinates with the communications team for event publicity and post-event documentation.
- Works with the Assistant Treasurer on event budgets, purchasing, and financial tracking.

Ideal Candidate

An individual with prior experience planning or facilitating academic or professional events, and a genuine passion for learning and knowledge-sharing. Strong organisational skills and the ability to engage with a wide range of academic topics and external speakers are essential for this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Deputy Director (Special Events)

Position Title Deputy Director (Special Events)

Reporting To Director of Student Affairs

Sub-Committee Student Affairs Cell - Special Events Team

General Role

The Deputy Director (Special Events) leads the Special Events Committee, holding overall accountability for the committee's work across both semesters. In Semester 1, the committee integrates with either the Social or Academic Events team, and the Deputy Director is responsible for ensuring this collaboration runs smoothly, that the team contributes meaningfully, and that lessons from Semester 1 inform the planning ahead. In Semester 2, they take ultimate ownership of the Society's annual Formal Dinner, overseeing the Special Events Manager's execution, making key decisions on concept and direction, and ensuring the event meets the Society's highest standards. Throughout the year, they also champion the development of new event concepts and professional programming.

Key Responsibilities

- Leads and directs the Special Events Manager across all committee activities, setting priorities and ensuring the team operates effectively across both semesters.
- In Semester 1, oversees the committee's integration into the Social or Academic Events team, ensuring meaningful contribution and a productive working relationship with the host team.
- In Semester 2, holds ultimate accountability for the annual Formal Dinner — guiding the event's strategic direction, concept, and standards from the planning stage through to delivery.
- Works closely with the Director of Student Affairs to plan the committee's work programme and align it with the Society's broader Student Affairs calendar.
- Champions the development of new event concepts and professional programming initiatives throughout the year, pushing the Society's events calendar beyond its recurring formats.
- Represents the Special Events Committee in cross-committee coordination and ensures the committee's output meets the Society's quality expectations.

Ideal Candidate

An individual who are highly adaptable and confident in leading a team across varied and high-stakes projects. You should be comfortable navigating both a support role in Semester 1 and full ownership of a flagship event in Semester 2, while simultaneously championing innovation in the Society's events programming. Prior experience in event leadership or organising large-scale events is strongly preferred.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.



NUS GRADUATE STUDENTS' SOCIETY
Special Events Manager

Position Title Special Events Manager

Reporting To Deputy Director (Special Events) / Director of Student Affairs

Sub-Committee Student Affairs Cell - Special Events Team

General Role

The Special Events Manager is the primary executor within the Special Events Committee, operating across the full Student Affairs calendar under the direction of the Deputy Director (Special Events). In Semester 1, they are embedded within either the Social or Academic Events team, actively contributing to event planning and execution alongside those teams. In Semester 2, they shift focus to support the Deputy Director in leading the planning and execution of the Society's annual Formal Dinner. Alongside this, they contribute to developing new event concepts and professional programming throughout the year.

Key Responsibilities

- In Semester 1, integrates fully into either the Social or Academic Events team, contributing to planning, logistics, and on-the-ground execution as directed by the Deputy Director (Special Events) and Director of Student Affairs.
- Supports the Deputy Director in developing new event concepts and professional programming initiatives, helping to expand the Society's events calendar beyond its recurring programmes.
- In Semester 2, takes an active role in the planning and execution of the annual Formal Dinner — managing logistics, coordinating vendors, and ensuring seamless delivery under the Deputy Director's leadership.
- Manages end-to-end logistics for assigned Formal Dinner responsibilities including venue coordination, catering, entertainment, décor, and guest management.
- Coordinates with the VP External's team on sponsorships and partnerships relevant to the Formal Dinner and any professional events.
- Works with the Assistant Treasurer on event budgets, purchasing, and financial tracking for all assigned events.

Ideal Candidate

An individual who is versatile, organised, and comfortable working across different teams and event formats. You should be ready to contribute meaningfully as a team player in Semester 1 and shift into an execution-focused role for the Formal Dinner in Semester 2. Prior experience in event planning and a keen eye for detail are important for this role.

Note: Each role carries a defined scope of responsibilities; however, these are not exhaustive and may evolve over time. Additional duties may be assigned as required, particularly in support of events and initiatives organised by NUS GSS.

Frequently Asked Questions

- **Are candidates permitted to attend other candidates' interviews?**

No. For the sub-committee interview, candidates are not permitted to attend the interview of other candidates. Only members of the 41st Leading Core Executive Committee and the candidate will be present in the election room.

- **If I apply for two positions, do I need to give two interviews?**

No, a single interview will suffice.

- **Can candidates leave after their interview?**

Candidates may leave after completing their interview. The interview results will be announced by **June 9, 2026**.

- **What is the expected time commitment?**

A minimum of 4 hours per week, which may increase to around 8 hours per week during event periods.

For any questions, please contact:

- Riann Martin Sarza (President-elect) - riann.sarza@u.nus.edu
- NUS GSS Admin - nusgss@u.nus.edu

This Election Handbook is accurate and up to date as of May 18, 2026.