



Job Title: Seasonal Test Prep Tutor
Job Level: Associate
Position Type: Seasonal, Part-time, hourly
Exempt/Non-Exempt: Non-Exempt
Location: Remote, IL Address Required
Start Date: June/July 2024

JOB DESCRIPTION: We provide K-12 students the support they need to meet their academic goals in a supportive, uplifting, friendly environment through individualized student plans and small group classes. We are looking for upbeat, curious people who love teaching others new things. This individual will be responsible for academic and standardized test preparation for students in individual and small group settings. The ideal candidate is personable and able to engage students of various ages in an educational setting. This position will report to the Tutor Manager and will be responsible for following specific guidelines related to tutoring clients.

EDUCATION LEVEL: Working toward a bachelor's degree or higher. Current college students and recent graduates are welcome.

SCHEDULE REQUIREMENT: Commitment to at least ten hours per week. Weeknight and weekend availability required with consistent days strongly preferred. This is a seasonal position through December with the potential to extend at the end of the season.

ROLE & RESPONSIBILITIES:

- Plan and deliver lessons according to company methodology and in conjunction with the Curriculum Team.
- Teach students during online individual, small group, and institutional sessions, creating an engaging learning environment.
- Provide relevant notes and homework to students, as well as periodic progress reports as requested by Administrative staff.
- Communicate with parents via Administrative staff and before or after tutoring sessions.
- Complete initial and continuing training to deliver the most effective service according to BEC certifications and standards.

QUALIFICATIONS:

- Received or are working toward an undergraduate degree. Education background preferred.
- High performance on math subjects up through PreCalculus and ability to teach all ELA topics.
- Mastery of AP-level subjects is welcomed.
- Comfortable interacting with a variety of age groups in both individual and group settings.
- Experience working with middle and high school students is preferred.
- Ability to handle multiple priorities in an effective manner.
- Well-developed interpersonal and problem-solving skills.
- Experience with Google and Apple products is preferred.

PERKS & BENEFITS:

- Paid sick leave
- Pre-tax transit (CTA) expenses program
- Hourly Pay Starting at 30/hr, based on experience



WHO WE ARE: Founded in 2009, BEC has been helping students in the Chicago area achieve their academic goals for the last decade. Our expertise ranges from tutoring and test preparation to the college admissions process. While our students' success begins with higher test scores and elite admissions, what makes us proud is the impact our students make, utilizing these achievements to improve our communities and help those in need.

Equal Opportunity Employer/M/F/V/D

Interested? Please submit your resume, cover letter, and samples of your teaching/curriculum to hr@bectutoring.com.