

Established and innovative edu-tech company

Largely flexible work amount and hours. \$30/hr + super

We are looking for an operations support team member to help set up classes and assist with other support tasks.

Job Description

Our Mission

GradReady is an established edu-tech company that is the leader in its current space of GAMSAT Preparation, with operations in the 5 largest Australian states, and in a phase of product expansion.

We are passionate about providing quality teaching and hope for students to become collaborators in their education instead of passive information receptors, allowing them to be more engaged in learning.

Our mission is to make learning as effective and efficient as possible - this attitude permeates throughout our work - we have a collaborative and problem solving orientated culture.

We have regular team dinners, alumni networks and hope for GradReady to be a place for you to build lifelong relationships and to develop your skills.

Responsibilities:

This is a temporary contract for the approximate period of late-November to early March. You will be carrying out GradReady's operations in a city in preparation for and to assist with the running of our courses. You will be carrying out the following activities:

1. Scouting & Assessing Venues
2. Working with venues to set up for classes
3. Organising and coordinating tutors
4. Speaking with students to obtain feedback and identify areas of need

Expected time commitment:

5-10 hours/week.

Classes run exclusively over weekends in January, February & early March. The rest of the work is flexible in that you can organise it around your own schedule.

Required Personal Qualities:

1. Able to demonstrate discipline and work ethic through demonstrated personal or leadership achievements.
2. Able to demonstrate attention to detail through academic records or extracurricular achievements.

Remuneration:

\$30/hour + super

Application procedures:

Please submit your application through

<https://gradready.com.au/jobs/available-positions>

Include the following documents in your application

1. Cover Letter

- a) Address it to Human Resources and explain why you would be suitable for this role.

2. Current CV

3. Please save your documents in .pdf and name your attachments in the following format. Note to include the title number of this application form in your attachments.

E.g. 2.2 James Jones - Cover Letter