Job Description

Our Mission

GradReady is a technology company that builds Adaptive Learning software to help students learn more efficiently and effectively.

Having experienced the drawbacks of a one-size-fits-all learning model, we discovered a need for tools that would help to create a tailored learning experience through adapting material according to student experiences and responses to tasks. We hope for students to become collaborators in their education instead of passive information receptors, allowing them to be more engaged in learning.

We were established in 2010 by medical students at the University of Melbourne, and now operate in VIC, NSW, WA, QLD, SA and ACT.

Responsibilities:

Your role will involve a combination of the 2 areas below. Depending on your strength and experience, your role may be more heavily weighted towards either area.

Teamwork and comfort with data driven decisions will be a key part of your work in either area. As such, attributes such as good personal organisation, teamwork skills, discipline, attention to detail, structured thinking and ability to quickly grasp novel information are essential in either area.

Area 1 - Planning/Coordination

- Project planning and ensuring deliverables
- Staff management
- Events management
- Stakeholder relationship management
- Course content and delivery methods update

Area 2 - Data analysis and logic heavy functions

- Google adwords
- SEO
- Software management support

Expected time commitment:

20 - 25+ hours/week

We are looking for someone who can grow into an important member of the team after graduation (if you are currently studying). Depending on your personal circumstances/other commitments, you'll be either asked to join full time (given good performance) after graduation or work closer to 30 hrs/week. As such, please do not apply if you already have another job in mind after graduation.

The work is flexible in that you can organise most of the work around your schedule.

Remuneration:

$30/hour + super

Application procedures:

Please submit your application through

http://gradready.com.au/job_application_forms/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. 2.1 James Jones - Cover Letter