

## 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, and SA.

### **Responsibilities:**

Your role will involve either or a combination of the 2 areas below, depending on your strength and experience.

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 & development
- Events & course management
- Stakeholder relationship management
- Course content and delivery methods update
- Key operational functions such as budgeting & strategy planning

#### Area 2 - Data analysis and logic heavy functions

- PPC Advertising
- SEO/SEM
- Software management support

Depending on your performance and skill sets/interests there are 4 main directions for you to work towards

- Coordination and Planning Focused Role
- Customer Experience Focused Role
- Digital Marketing Focused Role
- Software Product Management Focused Role

## **Skills and experience**

As the ideal candidate you will have:

- Project Management Experience highly desirable, where you were responsible for making deliverables/targets and also leading others to achieve an outcome
- Experience in developing reports, dashboards, procedures and processes
- Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills
- Strong time management skills and ability to deliver results working independently and remotely
- Effective leadership and experience in staff training and development

## **Expected time commitment:**

Full-time

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

There are also regular in person team social activities.

## **Remuneration:**

\$60,000 - \$80,000/year + super

Pay increase will be assessed on a 6 monthly basis

## **Application procedures:**

Please submit your application through

[http://gradready.com.au/job\\_application\\_forms/available\\_positions](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. 2.3 James Jones - Cover Letter