



**Title:** Test Prep Instructor

**Job Status:** Part-Time

Job Description: Looking for part-time work? Tiger Tutor —a program run by community-based social services agency Chinese Mutual Aid Association —is looking for enthusiastic and dedicated part-time instructors to prepare learners for standardized tests (including the ACT, SAT, PSAT, and CPS's Selective Enrollment High School exam) and offer additional academic tutoring. Tiger Tutor offers small group classes, private one-on-one tutoring, and individualized consultations for academic tutoring and the ACT, SAT, and other standardized tests.

#### Responsibilities

- Teach small group classes and private tutoring sessions
- Administer assessments and provide regular student progress reports
- Develop lessons following the Tiger Tutor curricula as well as materials for learners
- Communicate regularly with parents regarding services and student progress
- Regularly update and maintain student files
- Other duties as assigned by supervisors

#### Qualifications

- ACT composite score of 30 or SAT composite score of 2000 including writing (before March 2016) highly preferred
- Previous teaching or tutoring experience is a plus
- Ability to work a flexible schedule, including evenings and weekends, required
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to work independently
- Excellent time-management skills
- Friendly, patient, helpful, and professional demeanor
- Passionate about Tiger Tutor's mission and a desire to help learners reach their academic goals

Interested applicants should send her/his resume and a copy of their most recent test scores to [info@TigerTutor.com](mailto:info@TigerTutor.com) for consideration.

Tiger Tutor is an Equal Opportunity Employer.

#### **About Tiger Tutor**

Tiger Tutor is a test prep and tutoring service dedicated to providing individualized and quality instruction in order to help all learners reach their academic goals. We work closely with both students and parents, providing unique study plans for each student based on his or her specific needs. Tiger Tutor is a program run by Chinese Mutual Aid Association (CMAA), a 501(c)(3) community-based organization with offices in Chicago and Elgin.