

JOB TITLE: READING TUTOR

COMPANY NAME: Sarphatie Education, Inc.

ADDRESS:

2815 Monroe Ave.
Rochester, NY 14618

WAGE: \$15/hour

DAYS: Sun-Sat

HOURS: Flexible

HOURS PER WEEK: Flexible

START DATE: ASAP

JOB DESCRIPTION:

Gain business experience. Make money off of what you already know. We are looking for a qualified individual to tutor students in preparation for the Reading portion of the SAT and ACT, focusing specifically on comprehension and vocabulary. Tutors will work one-on-one with high school students, preparing students for SAT and ACT Reading Sections (with regard to the tutor's respective area of expertise). Tutors should have the ability to communicate concepts that students have had trouble understanding in the past. As the tutors will be employed by a private firm, consulting agency, they should also expect to manage their accounts - their clients. Tutors are responsible for calling clients, making appointments, and notifying the office. Tutors make concise reports of their progress with each student. Please apply by e-mailing the address provided.

JOB REQUIREMENTS:

Applicants are asked to be in a related program of study and have third-year student status. Past experience as a tutor is taken into consideration, but more important is the ability to prepare students for the SAT subject tests. Engaging personality, ability to work autonomously, and availability are qualities that enable tutors to meet the company and client's expectations. Reliable transportation to/from tutoring site and the ability to handle confidential information must be met by all applicants. We expect a minimum eight week commitment.

In addition, because you will be working with high school students, you must have afternoon and evening (3pm-8pm) availability Monday through Thursday.

TO APPLY CONTACT: Jacque Trama

PHONE: Not Available

FAX: Not Available

EMAIL: learn@mycollegeguidance.com