Tutor Services Manager

Remote Part-Time Parental Leave (Contract)
Temporary Position
Beginning February 2023

TUTOR CORPS

Position Title: Tutor Services Manager

Position Classification: Remote, Part-time, Temporary Position, Contract

Position Logistics: ~35 hours/week, $25/hour

Position Duration: 5.5 months, February 6, 2023 - July 21, 2023 with option to continue on at reduced hours post-leave

Reports to: Director of Operations

To apply, please send a resume and cover letter to tutorservicesmanager@tutorcorps.com.

Company Overview

Originally founded in 2002 in San Francisco, Tutor Corps has grown to become a premier tutoring company serving families nationally and around the world. In 2019, Tutor Corps rebranded its homeschool division into a separate one-on-one school called Pacific Preparatory. In addition, our staff runs the Tutor Corps Foundation, a 501(c)3 non-profit that provides tutoring scholarships to students in Title I Schools. As an organization, we are committed to providing the highest level of educational services, working with students of all backgrounds, and making a positive impact in the lives of our families.

Position Overview

Tutor Corps is seeking a remote part-time temporary leave replacement for our current Tutor Services Manager. This is a part-time contract position for ~35 hours/week for ~5 months (February 6 - July 21, 2023). After the end of the contract, the individual will have the option to

stay on at 5 hours/week for continued support. The temporary Tutor Services manager will work in concert with the rest of our part-time staff to provide parental leave coverage and ensure that our amazing fleet of tutors is supported and that the students we work with will continue to be staffed with the very-best-tutor each and every time. Primary responsibilities include: 1) supporting/coaching tutors via phone, email, and Zoom; 2) matching new students with tutors; 3) interviewing and hiring new tutors; 4) posting ads weekly to recruit new tutoring candidates; and 5) supporting with new tutor onboarding. Please note that this is a part-time position requiring approximately 7 hours per day (Monday-Friday) in front of a computer.

Requirements

- Bachelor's degree
- Teaching background preferred but not required

Skills

- Ability to maintain ~7 hours of daily focus on computer/phone
- Ability to perform at a high level while working autonomously in a remote environment
- Ability to effortlessly pick up the phone and call tutors
- Professional and clear communication skills via phone and email
- Meticulous organization skills and ability to follow protocols and follow through on deadlines
- Ability to create and project manage relevant initiatives and follow through
- Experience with software and programs including Google Docs/Apps, spreadsheets, Customer Relationship Management (CRM) software, Zoom

Position Logistics

- Ideal schedule: Mondays - Fridays, 9 am - 5 pm ET with a 1 hour lunch break (~7 hours/day, exact work hours might vary)
- Position duration: February 6 - July 21, 2023
- $25/hour; ~35 hours/week; ~$875/week; ~$3500/month
- Candidate has option to continue on at 5 hours/week post-July 21
- This is an all-remote position; candidate can live anywhere in the continental United States, but those able to easily work East Coast hours are preferred, with preference for candidates living in Michigan.
- This is an independent contractor position and will receive a 1099 at year end

Tutor Corps is an equal opportunity employer and we value diversity. We are committed to finding talent that is not determined on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability status, or any other characteristic protected by law. We encourage people from underrepresented backgrounds and all walks of life to apply. We can't wait to learn with and from you. For more information, check out our websites ([Tutor Corps](), [Pacific Preparatory](), [Tutor Corps Foundation]()) and [Yelp]() and [Glassdoor]().