



TEST PREPARATION INSTRUCTOR / ACADEMIC TUTOR

Job Title: Test Preparation Instructor / Academic Tutor

Location: Dubai, UAE

Reports to: Director of Test Prep

SUMMARY

Do you want to join a fast-growing start-up that has helped positively impact young people's lives?

Are you passionate about helping students achieve their academic goals?

The education sector, along with the economy, is booming, making Dubai a rich environment in which to learn, grow and make new connections.

You will join a company with an excellent reputation in US admissions counseling and test preparation. Your duties will encompass providing high-quality SAT/ACT test preparation and coordinating with Hale's counseling team to maximize the outcome and achievements of students. As needed, you may be asked to take part in outreach events representing Hale.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Test Preparation Instructor / Academic Tutor's responsibilities include:

- Providing high-quality SAT & ACT test preparation instruction in both a group and one-on-one setting
- Developing proprietary test preparation material
- Administering and scoring practice tests and providing feedback to students
- Communicating regularly to parents on their students' progress
- Conducting research on standardized tests and remaining up-to-date with developments
- Assisting Hale counselors in workshops/classes on test prep related issues
- Coordinating and assisting in events in support of Hale's business development efforts (e.g., school visits and presentations)

You will also be expected to: Answer emails and phone calls promptly and act professionally at all times



QUALIFICATIONS

Required Qualifications

- Minimum 2+ years demonstrated experience in the field of standardized test preparation for a recognized company
- Proven track record of score improvements
- Bachelor's degree from an American university
- Personal SAT/ACT Test Score in the top 98th percentile (minimum) of all test takers (official score report required)
- Passion for teaching
- Professional communication skills, both oral and written
- Ability to work well in teams and adhere to timelines

Desired Qualifications

- Experience living abroad to reflect the ability to adjust to another culture strongly desired

LOGISTICS

Salary:

- Negotiable depending upon experience

Employment and Working Hours:

- Office hours are 10 am - 7 pm, with 1 hour for lunch

Benefits:

- Relocation assistance
- Stipend for annual r/t ticket home
- 21 workdays of paid vacation per year
- All government-private sector holidays off
- Private health insurance, residence visa, and Emirates ID paid at company expense
- Seasonal bonus

APPLICATION PROCEDURE:

To apply, send an email to hr@haleeducation.com with the subject line "HEG - Test Prep Instructor / Academic Tutor", along with a CV (resume) and personalized cover letter and your preference to work remotely or in the UAE.