

Position: Curriculum Development Manager

Number of Positions: 2

Job Term: Part-Time/ Contract

Employment Date: February 2018

Eligibility

- Must be pursuing or have a degree in Education studies
- Must have at least one University level math course
- Excellent communication skills
- Prior experience in the field of Education is an asset
- Must be proficient in Word, Excel, MS Paint, etc.
- Organized, responsible and reliable

Tasks

- The manager will work with several teachers and typists to update and complete various pieces of Math Project's curriculum
- Update or review Math Project's tests; provide timely feedback to test makers
- Manage multiple projects simultaneously to ensure curriculum completion
- Keep supervisor informed on a regular basis

Hours:

- 1-5 hours a week; 4 months contract initially

Compensation Type

- Hourly

Benefits

- Enhance leadership and communication skills
- Earn strong work experience references
- Establish a professional network with colleagues
- Extra-ordinary performance will be rewarded with rewarding projects in the future.
- Flexibility to work from home occasionally

Contact

- Interested applicants must submit resume, official transcripts and cover email to the following email address:

support@mathproject.education and quote "Curriculum Development Manager" in the subject title

We thank all applicants for their interest and efforts, however, only those selected for an interview will be contacted.