Title: Client Services Coordinator

Location: Morris Plains, NJ

Job Type: Part-Time

Compensation Type: Paid - $14/hour

Start Date: 6/5/2017

Job Description: The Client Services Coordinator position is responsible for scheduling tutoring appointments, checking in students for their tutoring appointments, and answering potential client’s questions about tutoring services. Candidate must be available to work weekends (minimum of 9:30am-4pm) for the 2017-2018 academic school year with a 1 year commitment. Opportunity for additional hours during the week as well. Opportunity for selected candidate can begin training and working over the summer Mondays-Thursdays 10am-4pm.

Primary Responsibilities:

- Scheduling tutoring appointments
- Checking in and checking out students
- Answering potential client questions about services over the phone, email and in person
- Grading simulated ACT and SAT tests

Qualifications: Must be available to work weekends through the 2017-2018 academic year from 9:30 am to 4pm minimum with a 1 year commitment. Candidate should be technologically proficient with the ability to use various computer software. We will train candidate on Millennium and other programs.

Application Instructions: Email resume and cover letter to client.services@acadres.com.

Disclaimer Information

About the organization: Academic Resources was founded in 1990 by Bogdan Smeureanu. We tutor for both SAT and ACT, in addition to High School Entrance Exams (SSAT & ISEE), and school subjects (math, science, English). Our college planner, Russ Vitale, also offers a host of services targeted to help students and families on their college journey.