



Immediate Opening: FRONT OFFICE STAFF--PT/FT

About Galin Education

Galined Education (www.galined.com) is an education company that works with students as they prepare for and apply to college. We work with students one-on-one and in small groups for tutoring, test prep, and admissions counseling for college and graduate school. Galined Education also works with a variety of education organizations throughout the country, including schools, camps, and educational technology companies.

About the Position

Our Mequon office is looking for a minimum 15 hours per week--Sun 8:30-2:30; W, R 3:00-8:00--with the opportunity to expand to full-time. The position is flexible outside of these given hours and will depend on the candidate's availability and performance. Compensation ranges from \$15-18 per hour, with option to start immediately.

Job Description

- Administer practice tests to small groups and individual students;
- Enter test responses into grading system;
- Read and grade essays;
- Manage basic office operations during the test(s), including answering phone calls and emails and directing questions to the administration;
- Research area schools, non-profits, and community organizations per Director's specifications

Office Management

- Front desk and reception duties, including answering phones, greeting visitors, distributing incoming mail and coordinating outgoing mail
- Managing study room reservations;
- Coordinating in-office events, including workshops and practice exams; and
- Keeping office neat and tidy, including set up and take down of moveable furniture for events.

Required and Preferred Skills

- Extreme attention to details;
- Exceptional communication skills;
- Experience working with high school students;
- Ability to work on Sundays;
- Access to a car.

Please email resume & cover letter to jobs@galined.com with subject line MILWAUKEE OFFICE STAFF