Palette is looking for savvy, academically-experienced coaches to build its local team of education consultants. At Palette, your mandate will be to help local, first-generation Canadian, and international students navigate the North-American academic landscape and develop post-secondary readiness. Your primary role will be working with high school students: you’ll help juniors explore their academic strengths and interests, and seniors build a competitive portfolio by giving robust and actionable feedback. You will work with a full palette of students who are screened for motivation rather than for guaranteed acceptance to elite university programs – students chosen by Palette for their willingness to grow and explore their potential, wherever that might lead.

At Palette, you’ll be working alongside consultants who share the same passion for empowering students to succeed both academically and professionally through their own effort and on their own terms. If you're confident, empathetic, engaged, and informed about the latest trends of academia and career paths, read on.

What You'll Be Doing:

- Coaching pre-screened domestic and international students through the North American academic landscape
- Providing personalized university planning and preparation programs
- Teaching both one-on-one and in small group settings of 4-8 students
- Inspiring students to achieve their academic goals by giving actionable feedback and advice
- Developing and updating curriculum and course content with the Director as needed
- Representing Palette at networking events as needed

Qualifications:

- Minimum bachelor’s degree, or equivalent experience in a post-secondary academic setting
- Minimum one year of teaching, tutoring, and/or coaching experience
- Advanced proficiency in MS Office and Google Suites; good record-keeping skills
- Strong organization and time management skills
- Superior communication skills, including writing, feedback, and editing skills, verbal presentation skills
- Superior EQ/ability to gauge the needs of others
- Grace and confidence under pressure; ability to help others attain the same
- Ability to deliver programs with a good balance of personalization and structure
- Part-time, evening/weekend availability
Bonus Points if ...

- You are obsessed with your Google Calendar
- You have prior research experience
- You can tell us how you can be resourceful
- You have post-secondary and/or employment experience in one or more of
  - business/economics
  - STEM fields
  - the American university system
  - college/university transfer programs
  - post-secondary admissions

If you think Palette might be the right fit for your skills and experience, send your resume and cover letter addressed to Sandra Friesen, Director at info@yourpalette.org by July 31, 2017.