



## **Job Description: Remote Undergraduate Tutor**

**Company Overview:** Our company is dedicated to shaping the future of work by transforming today's learners into tomorrow's leaders. We believe that true leaders are self-aware, proactive, and in control of their own destinies. Through collaboration, empathy, and innovation, we create learning environments that nurture holistic growth. We empower learners to see mistakes as opportunities and ensure they can thrive within a safe, spacious, and dynamic environment. Our mission is to build a future where learning is a transformative experience that cultivates leadership qualities in every individual.

### **Position: Remote Undergraduate Tutor**

**Location:** Remote – applicants must have the necessary equipment and environment to conduct online tutoring sessions.

**Position Overview:** We are seeking a dedicated and knowledgeable Remote Undergraduate Tutor to design course content, deliver academic programs, and provide academic support to undergraduate students in various subjects, including AI Strategy, Technology Management, Digital Transformation, Service Design, Innovation Management, and Global Business Management. The ideal candidate will have a strong academic background, excellent communication skills, and a passion for helping students succeed. This is a remote, part-time position with flexible hours to accommodate students' schedules.

### **Key Responsibilities:**

- Provide one-on-one and small group tutoring sessions to undergraduate students in designated subjects.
- Assist students in understanding course material, completing assignments, and preparing for exams.
- Develop personalized study plans and strategies to improve students' academic performance.
- Use various online tools and platforms to conduct tutoring sessions, share resources, and track student progress.
- Respond to student inquiries in a timely manner and provide constructive feedback.
- Collaborate with students to identify their strengths and areas for improvement.
- Encourage and motivate students to develop self-confidence and independence in their learning.

- Maintain accurate records of tutoring sessions and student progress.

**Qualifications:**

- Bachelor's degree or higher in a relevant field (master's or Ph.D. preferred).
- Previous tutoring or teaching experience, preferably at the undergraduate level.
- Strong knowledge in specific subject areas.
- Excellent verbal and written communication skills.
- Proficiency with online teaching tools and platforms.
- Ability to adapt teaching methods to meet the needs of individual students.
- Strong organizational and time-management skills.
- Reliable internet connection and a quiet workspace for conducting remote sessions.

**Preferred Qualifications:**

- Experience with content development and educational resources.
- Familiarity with educational software and learning management systems.
- Patience, empathy, and a positive attitude towards student learning.
- Ability to work independently and as part of a team.

**Personal Attributes:**

- Self-aware and proactive, with a strong sense of ownership.
- Empathetic and collaborative, with excellent interpersonal skills.
- Innovative and open to experimenting with new ideas.
- Committed to personal and professional growth.

**Compensation:** Competitive hourly rate based on experience and qualifications.

**Application Process:** Interested candidates are invited to submit the following:

- A current resume/CV.
- A cover letter outlining your tutoring experience and subject expertise.
- Contact information for at least two professional references.

**How to Apply:** Please send your application materials to [hello@e1133.co](mailto:hello@e1133.co) with the subject line "Remote Undergraduate Tutor Application - [Your Name & Subject Area]". Applications will be reviewed on a rolling basis. Selected candidates will be invited for an interview.