



Academic Consultant

JOB SUMMARY

As an Academic Consultant for the Commerce Mentorship Program, you will conduct review sessions with a large body of students by providing them with review materials and in-person tutoring. You will also work closely with the VP Academic to ensure that our audience receive an exceptional tutoring experience.

COURSES OFFERED

ECON 101, MATH 184/104, COMM 290, 204, 205, 293, 393, 394

- All courses will have (1) midterm review session, and (1) final review session

MAIN RESPONSIBILITIES

- Prepare original course materials to facilitate online review sessions
- Ensure relevant materials are included in review package by coordinating with VP Academic
- Effectively teach materials and provide guidance to students during review sessions
- Assist CMP in generating interest for the review sessions
- Maintain contact with the VP Academic & VP Relations throughout the semester

QUALIFICATIONS

- Ability to think strategically and answer questions on relevant course materials
- Strong organizational and time management skills
- Excellent presenting and communication skills
- Previous tutoring experience is an asset
- Minimum grade of 85% in the desired course

COMPENSATION

Base compensation of \$750 with a possible bonus of up to 16% based on review session and review package quality. Can expect to work 30 hours combined on producing review packages, teaching review sessions, and training. The bonus is based on the students' and executives' evaluation of the session.

HOW TO APPLY

Please email a single PDF document addressed to the CMP co-directors, Adelia Vu & Maddie Chee, at

cmp@cus.ca with the following:

- Subject Line: "CMP Review Session Instructor – (Course Name)"
- Cover letter stating your interest, please also indicate your top course choices
- Resume
- Unofficial transcripts

If you have any more questions, please feel free to reach out to the VP Academic at kayla.jang@cus.ca

