

CourseLeap is interested in recruiting a candidate for the position of **Content & Academic Coordinator**

Location: Mumbai/Remote

Hours: Full time (45 to 50 hours weekly)

About CourseLeap

We are a young and dynamic Ed-Tech company, on a mission to address skill and competency gaps in the education sector for the international programmes since 2016. We bring in pedagogical tools and learning programmes that are individually tailored to suit each student. We inspire students from grades 6 through 12 to achieve the highest academic standards, leading to admissions in top international universities. We help support the academic journey of many students with focus for excelling in the international curricula such as IB Diploma, A levels, AP Programs, Intentional Maths Olympiads and University courses.

Roles and responsibilities

The candidate will play a lead role in course planning for individual students and courses particularly for the advanced maths programs. This primarily involves updating, creating, and managing content, uploads on LMS using technology softwares and use of archiving content in google drives etc and liaising with instructors, parents and students respectively.

Content Coordination:Creation, Management and Archiving

- Create content for new courses and update the content of existing courses.
- Curriculum Designing for new courses
- Course planner tailor made based on the need analysis of students
- Content management of different courses
- Observation of classes & provide backend support to instructor
- Video Content Creation - recording, snipping & editing
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Academic Coordination

- Promote best practices in the teaching and learning in the subject of maths
- Overall Responsibility for Learning Management System
- Responsible for curriculum of International Math Olympiad
- Provide guidance to students on academic goals and tailor make the programs accordingly.
- Build strong relationships with parents and assist in the coordination for classes & need analysis
- Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists
- Establish, develop the standards of the written curriculum and assessment processes and student feedback

- Incharge of part time Instructors : Daily communication, Scheduling, Quality assurance, Class set up

Qualifications, experience and skills

- Highly interested in Math education
- Undergraduate/Postgraduate degree maths
- Proven track record or talent for content design & content creation.
- Understanding of STEM fields would be helpful since Math is the central pillar of courses designed at CourseLeap.
- Use of technology for using maths softwares and excel
- Use of google drive/suit for management of content
- Preferred Industries: Tech + Education

Behavioural attributes

- Thrives in a hands-on, collaborative environment but also enjoys independent work
- Is a people person, willing to actively engage with co-workers and clients
- Embraces the importance of communication, and transparency
- Is a life-long learner, looking to grow both as a professional and a person
- Someone who is a self-starter, strong acumen and a good understanding of managing and creating content, deadline-focussed, and has good communication skills for liaising with parents, instructors and students.

Remuneration

Salary will be competitive, and not be a bar for a passionate, committed and meritorious candidate.

Based on the availability of time the post can have 0 to 3 years of experience and job priorities will be adjusted accordingly. We are essentially looking for someone who can drive CourseLeap's vision through good content creation for communication and marketing of courses.

To know more about courses offered visit: courseleap.org

Interested candidates can send their CV to administrator@courseleap.org (CC: yogeshdhingra@courseleap.org) with email subject titled 'Application for CourseLeap'. We will be screening applications and conducting interviews on a rolling basis.