

Vacancy

Announcement



Kaplan Test Prep programs in Bangladesh are operated by DHAKAPREP Learning Centre under the Kaplan Certified Education Provider agreement between DHAKAPREP Learning Centre and Kaplan Test Prep International.

DHAKAPREP Learning Centre Ltd. is seeking full time teachers to prepare students for the GMAT®, GRE®, IELTS® and TOEFL® exams and to help DHAKAPREP management in various managerial activities in achieving the organizational goals.

Full Time Teacher – Job Description

Description:

- Teach Kaplan's methods and strategies to help guide students of all levels in achieving their highest scores on test day.
- Monitor and comment on students' performance and provide recommendations and feedback, including via email.
- Take attendance for all classes taught and submit attendance records to management
- Provide students with guidance for using the digital course resources provided to them.
- Attend ongoing training and development through DHAKAPREP Learning Centre Ltd.
- Conduct marketing presentations and workshops at local universities / careers fairs where required.
- Inform prospective students about the benefits of preparing with DHAKAPREP Learning Centre Ltd.

Requirements:

- Experience of admissions tests.
- You must have a score in the 90th percentile in all sections of the test(s) you will teach. (You must submit a score report or you can qualify by taking a Kaplan practice test).
- Proficiency in English:
 - Recommended minimum of TOEFL iBT 80 or IELTS Band 6.5 for GMAT, GRE teachers
 - Recommended minimum of TOEFL iBT 100 or IELTS Band 7 for TOEFL and IELTS teachers.
- Good problem-solving and creative-thinking skills
- Good time-management skills.
- Some experience of teaching [At least 2 years is preferable], public speaking or customer service is preferable.

Salary Range: Negotiable

Application requirements:

Please email your current CV, a cover letter indicating the preferred test(s), and two contacts for references at info@dhakaprep.com. For more info, visit our official **Website: www.dhakaprep.com**

Qualified candidates will be invited to attend a teacher audition to showcase their communication and presenting skills, and if successful will be invited to interview. If successful at interview, candidates will be invited to participate in a fully paid teacher training programme.

Application deadline: 28 February 2019

DhakaPrep Learning Centre Ltd.

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