

Job Title	Learning Center Manager
Employer/ Agency	College Nannies & Tutors of Katy
Job Description	Lead, manage and accountable for management and retention of family clients including intake, scheduling and documentation; business development through customer service and care; creation of learning plans; the recruitment, interviewing, screening, orientation and training, scheduling, utilization, and management of tutors; meeting the bi-weekly tutor billing goals and gross margin goals; coordinating facilities maintenance; networking and building relationships with schools and teachers; staffing learning center to meet scheduled delivery; students meeting goals statement and communication to families.
Qualifications	Market/Customer Understanding - Knowledge of the needs, preferences, trends and practices affecting customer and market behaviors. Ability to professionally represent company's market messaging. Strategic Thinking - Ability to influence others, effectively delegate, provide feedback and develop potential in others. Rational risk-taking and decision making skills. Group Development Skills - Ability to facilitate groups, manage teams, resolve conflicts and solve problems. Business Financial Understanding - Knowledge of the business as a financial system, understanding the budget process. Understanding of short and long term implications of decisions and actions. Business Operational Understanding – Can evaluate client service needs and provide ongoing customer service and care. Demonstrate expertise in practices, procedures of business' operations. Communication Skills – Ability listening to others, providing appropriate feedback, developing and maintaining effective work relationships. Effective report writing and presentation skills.
Salary/Hours	\$13/hr plus commissions Around 20-25 hours/week M-F 3PM-7PM, Sa 10-4PM, Su by appointment
Employer/Agency	College Nannies & Tutors of Katy
Address	3522 S. Mason Rd, Ste 375
City, State, Zip	Katy, TX 77450
Contact Person	Doina Berea
Contact Title	Franchise Owner
Telephone Number	281-398-6809
Fax Number	281-712-6881
Email Address	dberea@collegenannies.com
Application Method	Please apply online and fill out the form: http://www.collegenanniesandtutors.com/katytx/join
Opening Date	August 16, 2013

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.