

Real Estate Institute is seeking an outgoing, experienced real estate licensee who would like to help others achieve their goal to acquire and maintain a real estate license. The right candidate will enjoy interacting with students and be passionate about the real estate business. This position will allow you to work with a team of Illinois's top pre-license and continuing education instructors at the state's premier real estate school.

The candidate we select for this **contract** position will be trained to provide students with the expertise and knowledge that support Real Estate Institute's curriculum and will receive support to obtain the required state licensing. This role is based out of our main facility in Niles, Illinois.

Responsibilities include:

- Provide over-the-phone assistance and support to students who call with questions about pre-license and continuing education course material or content.
- Review failed pre-license lesson exams with students by phone and provide access to retake exams as needed.
- Meet in person with students who fail final pre-license exams. Provide guidance and direction on questions missed and help with study tips to prepare for retaking final exam.
- Review student course performance and record student interactions in REI's enrollment system.
- Keep notes on most commonly asked student questions or common areas that students struggle with course content so that REI can provide additional support materials on these items during future course enhancements.
- During downtime update quiz/exam question explanations to assist students with reviewing questions they may have gotten incorrect.
- Act as back-up instructor in the event that there is an issue with a scheduled instructor being late and/or unable to teach pre-license or continuing education courses.

For consideration, you must have the following skills and experience:

- Be licensed as an Illinois real estate Broker or Managing Broker.
- Have documented experience with real estate transactions.
- Minimum of 1 year of practice/experience representing buyers and sellers in residential real estate transactions.
- Teaching and/or public speaking experience that demonstrates your excellent verbal and written communication skills.
- Self-starter with a strong work ethic who can reliably work independently (as needed).
- A social, friendly demeanor and an ability to create positive student interactions.
- Proficient using Microsoft Office programs.



Real Estate Institute
6203 W. Howard Street
Niles, IL 60714-3403

Apply Online: www.InstituteOnline.com/Jobs

Compensation:

- \$25 per hour
- Contract Position

Company Information:

- Benefits: None offered for this contract position.
- Company Culture: Small office, team-oriented environment.
- Location: North suburban Niles location with free parking.

PLEASE DO NOT CALL. APPLY ONLINE: www.InstituteOnline.com/Jobs