



Test Preparation Coordinator / Data Specialist

Hutchison seeks an energetic candidate to work closely with upper school girls to prepare each for high-stakes standardized tests. Candidate must have deep knowledge of ACT, SAT, PSAT content and test strategy, and must be able to work individually and with groups based on identified need. Candidate must have strong understanding of data and its use in formulating individualized test preparation plans. Candidate is expected to be industrious, motivated, and highly organized. This is a full-time, year-round position.

Interested and qualified candidates should submit their resumes and completed applications to jobs@hutchisonschool.org.