











QD Learning 2016 Spring Job Openings

Job Title	Working Area	Working Schedule	Description	Special Access:	Term	Monthly Salary
Supply Chief 	One Classroom (103,104,201 3 openings)	Every day	Keeps supplies organized and replenishes them as necessary. Sharpens pencils when necessary.	<ul style="list-style-type: none"> • Teacher's Lounge, • All Staff Supplies including sharpeners 	2 months	\$120 QDB
Room Master 	One Classroom (103,104,201 3 openings)	Every day	Keeps classroom clean by picking up trash, erasing whiteboard every day. Recycles material when necessary.		2 months	\$120 QDB
Tech Crew 	One Classroom (103,104,201 3 openings)	Every day	Organizes, charges and distributes computers and accessories. Helps answer computer related questions		2 months	\$100 QDB
Homework Master 	One Classroom (103,104,201 3 openings)	Every day	Makes sure all students work on their assigned homework. Helps check other student's homework. Gets instructor involved when more help is needed.		2 months	\$160 QDB
Messenger 	One Classroom (103,104,201 3 openings)	Every day	Delivers notes to other students, teachers or office.		2 months	\$100 QDB

Food Chief 	Snack Tables (3 openings)	Every day	Helps instructor distribute snack/lunch, reminds student to wash hands; line up during snack/lunch time keeps; not waste food; clean up after students are done. Wipe table and sweep floors when necessary.	<ul style="list-style-type: none"> • Snack Area • Teacher's Lounge 	2 months	\$120 QDB
Shop Crew 	QD Shop (3 openings)	Every Friday	Manages the weekly QD Shop. Keeps track of any purchases against students QD Bank Account. Helps keep track of QD Shop inventory.		2 months	\$60 QDB
Ambassador 	All (3 openings)	When new students come	Helps new students learn their way around and keeps them company at lunch and recess; explains QD procedures, projects, activities to new students / parents with questions.	<ul style="list-style-type: none"> • All public areas 	2 months	\$60 QDB
Librarian 	Reading room (3 openings)	Every day	Keeps library neat and recommends books during reading time; Recommends students to bring books and encourages them to read	<ul style="list-style-type: none"> • Library - 101 	2 months	\$100 QDB
Secret Admirer 	All (5 openings)	Every week or more frequent	Writes unsigned note of thanks and appreciation to anyone whose contribution QD Learning counts on.		2 months	\$80 QDB

Job Requirement & Application Process

<p>General Requirement:</p> <ul style="list-style-type: none">• All jobs are open to all students who are enrolled in the QD Learning's after-school program.• Each student can hold one job. However, for full-time student, he/she can hold multiple jobs given that it does not affect his/her other responsibilities such as homework, enrichment classes and so on (the maximum jobs one student can have is 3 jobs).• For part-time student, the monthly salary might be converted to an hourly rate.• Student should be self-motivated and requires minimal supervision.	<p>Job Application Process:</p> <ul style="list-style-type: none">• Students need to apply specific job opening(s) by providing a written statement:<ul style="list-style-type: none">○ Student's background○ Why he/she is a good fit for the job.• QD Job Committee will review candidates and select few for interviews.• Selected student attends the interview• QD Job Committee picks the final candidates and issues offer letter• Student who accepts the offer letter takes the job.
---	---

Job Benefits

<p>General Benefits:</p> <ul style="list-style-type: none">• Your name will be posted on the QD Job board during the term.• Receive job trainings on regular basis.• Meet with QD Learning management team and brainstorm improvement ideas.• Have special access to certain areas where you otherwise have no access to.	<p>Special Benefits:</p> <ul style="list-style-type: none">• Receive exclusive bonuses (QD bucks) when you go above and beyond• Special shoutouts by QD Management and Instructors when you do a great job on regular basis• Promotion opportunities (each job title has at least 3 levels: junior, senior and principal level)• Opportunity to upgrade your QD bank card [Platinum, Black]<ul style="list-style-type: none">○ For Platinum card, there will be fewer restrictions in shopping at QD Store.○ For Black card, there will be no restrictions in shopping at QD Store.
---	--