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Real Estate Institute seeks a **full-time Manager of Mortgage Education**. This is a unique opportunity to work at Illinois' largest and most successful school for real estate and mortgage professionals. In this role, you will combine your experience in the profession, subject matter expertise, and passion for helping others achieve their goals.

**Your Role:** You will coordinate and participate in time-sensitive course development activities, in support of the company's national expansion. In this capacity, you will create and enhance academic programs that thousands of students will attend annually. You will be accountable for ensuring that programs achieve learning objectives and satisfy regulatory requirements, while creating positive student experiences. You will also periodically teach mortgage pre-license and continuing education classes, so you must be a confident and effective presenter.

**Primary Responsibilities:**

- Develop and maintain course curriculum, which includes written materials, presentation materials, examinations, and instructor guides.
- Instruct live and/or webinar class programs that are focused on pre-license and continuing education requirements outlined in federal law and implemented by our regulator.
- Recruit and manage a team of supporting subject matter experts who will contribute to course development, as well as additional instructors for mortgage education programs.
- Continually monitor program performance, making incremental changes that improve student satisfaction with our courses, as well as outcomes on the national exam required to obtain licensure as a mortgage loan originator.
- Provide support for students who are currently enrolled in pre-license and continuing education courses. We offer support in-person, by phone, and via e-mail.

This position reports to the Director of Mortgage Education.

**Additionally:**

- Collaborate with our student services team to ensure effective communication with students and efficient administration of course programs.
- Participate in research, selection, development, and implementation of new programs and services that will add value for our alumni and drive new students to the school.

**You must have the following skills and experience:**

- Must have worked in the residential mortgage industry as a Mortgage Loan Originator, Mortgage Loan Underwriter, or Compliance Professional (in any state) with at least five years of practical experience.
- Excellent communication skills, both written and verbal. Ability to communicate effectively with senior management, process owners, stakeholders, students, and others.
- Ability to solve problems in a collaborative, team-oriented setting.

- Have a friendly demeanor with great interpersonal skills.
- Proficient using Microsoft Office programs and an ability to quickly learn and adapt to new technology.

**Additional Considerations:**

- Prior experience with online education is desired. Exposure to course development and delivery tools and technologies will add value in this role.
- Prior experience in a training or content development role preferred.
- Knowledge of effective standardized test-taking strategies a plus.
- Project management experience is preferred.

**Compensation:**

- Full-time salaried position. Compensation depends on experience.
- Benefits include medical, dental, vision, disability and life insurance; paid time off, and retirement (SIMPLE IRA) with company match.

**Company Information:**

- Attire: Business Casual
- Company Culture: Small office, team-oriented environment.
- Main location: North suburban Niles, IL with free parking.
- Remote Work: Local candidates are preferred, but all qualified candidates are encouraged to apply.

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