

Real Estate Institute seeks a **full-time Manager of Mortgage Education**. This is a unique opportunity to work at one of the largest and most successful schools 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 continued growth. 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 monitor and react to regulatory changes that impact our curriculum and program administration.

Primary Responsibilities:

- Develop and maintain course curriculum, which includes written materials, presentation materials, examinations, and instructor guides.
- Manage a team of supporting subject matter experts who will contribute to course development, as well as additional instructors for mortgage education programs.
- Monitor and report on program performance. Make 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 our 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.
- Assist in recruiting efforts for subject matter experts, course instructors and other relevant personnel.
- Develop expertise in our target market and the competitive landscape.
- 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.
- From time-to-time, 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.

You must have the following skills and experience:

- Must have worked in the residential mortgage industry as a Residential Mortgage Loan Originator, Residential Mortgage Loan Underwriter, or Lending 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 delivered via learning management system (LMS) technology is a plus. Exposure to course development and delivery tools and technologies will add value in this role.
- Candidates with prior experience in a training/public speaking/facilitation or content development role preferred.
- 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.

PLEASE DO NOT CALL. APPLY ONLINE:

InstituteOnline.com/Jobs