



TOP HAT

Project Manager (contract)

Business Development - Toronto, Ontario

About Top Hat:

Top Hat is a high-growth education technology company; we provide tools to make teaching more interactive, fun and engaging. Top Hat helps professors make every lecture count by transforming mobile devices into powerful classroom engagement tools. We have a vibrant culture of brilliant people who are innovators, thinkers, and creative geniuses. We believe in defying the status quo and we want smart people like you to join us.

Job Description:

Do you like managing dynamic projects? Are you passionate about pedagogy? Do you want to build modern textbooks for modern students? In this role, you'll work with professors from across North America to create innovative, interactive textbooks from scratch. You'll make sure that our texts are focused on the student learning experience and that they're completed on time! Want to help us make textbooks as we know them a thing of the past?

About the Gig:

- You'll establish project plans and monitor weekly targets for the books in your portfolio
- You'll manage professors and additional contributors (graphics artists, copy editors and more)
- You'll keep projects on track and deliver your books on time
- You'll keep student learning top of mind and coach authors on innovative ways to incorporate Top Hat features
- You'll proactively flag potential issues and problem solve creatively
- You'll be diligent with copyrighted material for each book
- You'll collaborate with relevant internal teams to ensure smooth production and collect feedback
- You'll communicate with stakeholders as your projects progress

About You:





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- You have been to university yourself and have at least an undergraduate degree (graduate degree considered an asset)
- You have experience managing concurrent projects and keeping them on track
- You are very organized and have a close eye for detail - nothing gets by you!
- You love and understand the education space (learning, teaching...you name it!)
- You are eloquent in your communication skills
- You can build and maintain relationships with the professors you'll manage
- You look for opportunities to improve processes
- You like being part of a dedicated, hard-working team
- You can write a stellar cover letter and include it in your application
- You're available immediately until August 2017

The life of a Top Hatter also comes with other sweet perks too:

- Outstanding company culture, with a team that is super smart, highly motivated & stoked to be a part of a company that is changing the face of education..
- We offer breakfast and catered lunch every day!
- We are conveniently located right by College & Yonge and we can help subsidize your metro pass.
- We are one of the top education technology companies in North America (named #1 of the Top 50 Companies to Watch by Deloitte Consulting!)
- Our dress code is casual and we hope you'll get behind our Top Hat traditions of Plaid Tuesdays and Tip Top Fridays!

Job Type: Part-Time

Resume & cover letter can be submitted through <https://tophat.com/company/careers/>

