

## Position S-9

### Job Title:

Senior Consultant at education company

### School Description:

Our company was founded in 2009 with the mission to provide high quality education for students seeking international education opportunities. Since then, the company has grown to one of the most well-respected and well-recognized names in China for test preparation, student mentorship, and educational consulting. In December 2014, we merged with one of the largest education market shareholders in China. The purpose of the merge was to reach with New Pathway's expertise and premium service. The resulting company now boasts strong presence in every major Chinese city and premium one-stop education solution for Grades 7-12 customer groups. What sets us apart from every competitor in China is our commitment to developing our students. While other Chinese education companies are focused on results, some going as far as falsifying records, test scores, and recommendation, we take a different approach through mentorship, character development, and **teaching lifelong success**. Our company doesn't just seek to place top students into top schools, but also to equip them with the skills, knowledge, direction, and discipline to thrive in those environments.

**Location:** Beijing

### Job Description:

1. Working with consulting team to handle cases (10 seniors & 10 non-seniors)
2. Crafting students' strategy (picking class and school, test prep, activity) and tracking students' progress
3. Developing students' activities and service involvement
4. Holding meetings with students-parents and sending meeting notes to both
5. Consulting on written portion of college applications
6. Conducting internal and external seminars
7. Develop independent projects / resources

Primary task: working with students: monitoring their academic progress, providing key insight into western education, and assisting with the application process, mentoring students, assisting in achieving their educational goals by making personalized academic and extracurricular plans. SCs should expect to actively contribute to internal resource development geared towards enhancing student's academic skills. The bulk of the application work centers on developing the student's application essays and personal statement with the end goal of helping students gain acceptance to the school of their choice.

### Requirements:

1. Graduate of a top 30 US University/College
2. Passion for education, foreign cultures, and working with young scholars
3. Planning and organizational skills
4. Excellent English writing and editing skills
5. Superb verbal communication skills
6. Ability to work independently under pressure
7. Experience in education, writing, editing, admission consulting, mentorship, and tutoring is a plus

SCs are expected to effectively manage all student communication via phone, email, WeChat (a Chinese messaging phone app), and Skype. SCs are also expected to communicate frequently and clearly with their bilingual Operations Consultant (OC) partner, who manages translation and parent communication, and assists in scheduling. Rigorous training, adherence to company policies, and a high level of maturity are required given the responsibility and independence awarded to each SC in the management of his/her cases.

**Salary and Benefit:**

1. No experience: 18k; With experience: 18k+
2. 5k Housing