



Due West Education is a Member of
International ACAC and NACAC

DUE WEST EDUCATION

Job Description: International Admissions Counselor

We're not here to be average – We're here to be awesome!

Do you believe in education's role in nurturing global perspectives and cross-cultural understanding among tomorrow's leaders? If you do, you are in the right place!

Established in Beijing, China, in 2009, Due West Education is a dynamic and innovative educational institution dedicated to empowering students from diverse international backgrounds to excel in an increasingly interconnected world. Our mission is to provide outstanding services that equip families with valuable insights, enabling them to make informed decisions to fulfill their educational aspirations. Through our personalized approach, we guide each student in uncovering their passions and unique talents, facilitating their self-discovery journey. With branch offices in Boston, Singapore, and Suzhou, China our impact extends to thousands of students, assisting them in realizing their educational ambitions and beyond.

Due West Education is currently seeking talented individuals to join our **Undergraduate Admissions** team as **International Admissions Counselors** based in either **Beijing, China or Boston, MA, USA**. Counselors based in our Boston office will travel to Beijing during the summer and fall application period.

ABOUT THE JOB

As an International Admissions Counselor at Due West Education, you'll play an integral role in supporting 10-15 high school students with their applications to US and UK colleges and universities. Your responsibilities will involve offering comprehensive guidance throughout the application process, crafting and implementing strategies for students' personal and academic development, and participating in collaborative problem-solving to guarantee students' achievements. Working in close collaboration with our team, your daily efforts will concentrate on building strong rapport with students, providing reliable customer service, and nurturing strong client relationships. Under the direct supervision of a Strategy Counselor, your duties will include:

- Provide thorough, student-centered guidance on all aspects of school and program applications, ensuring precision and meticulous attention to detail.
- Develop and implement customized plans to nurture students' personal and intellectual growth, tailored to their specific objectives.
- Collaborate effectively with our Parent Coordinators and parents, facilitating students' development and delivering regular updates to ensure an exceptional client service experience.
- Conduct regular meetings with students and families to explore their objectives and expectations, proactively addressing any challenges or concerns related to the application process for US and UK universities.
- Collaborate with the Marketing team on student events, presentations, marketing materials, and videos.

Beijing | Boston | Singapore | Suzhou

recruiting@duewesteducation.com

www.linkedin.com/company/due-west-education



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FIRST-YEAR SUCCESS GOALS

In your first year, success entails cultivating strong, trusting relationships with students, achieving effective goal completion, broadening your understanding of admissions procedures, refining your writing and professional abilities, and delivering excellent client service.

WHAT MAKES YOU THRIVE AT DUE WEST

- ✓ A management philosophy that emphasizes long-term employee growth and development.
- ✓ Significant career development and advancement opportunities.
- ✓ An inclusive, multicultural workplace in Beijing's central business district or downtown Boston, MA.
- ✓ A self-motivated and high-achieving team of professionals with an international perspective, fostering support and collaboration.
- ✓ Competitive base compensation ranging from \$42,000 to \$45,000 USD annually for positions based in Boston, and salaries ranging from ¥22,000 to ¥24,500 CNY monthly for roles based in Beijing.
- ✓ Additional compensation, including signing, completion, and performance bonuses, with the potential to increase total compensation packages by over 20%.
- ✓ A comprehensive benefits package, including generous health insurance options, a technology stipend, relocation assistance, 17 days of annual paid leave, 20 days of paid sick leave, paid time off for all national public holidays, and access to Chinese language classes.
- ✓ Regular employee wellness initiatives and team-building activities.
- ✓ Full support for obtaining work and residence permits for international candidates.

WHAT WE EXPECT OF YOU

- ✓ Bachelor's degree or higher from a top 30 American institution, according to US News & World Report.
- ✓ Fluency in English, including reading, writing, listening, and speaking.
- ✓ Critical thinking and problem-solving abilities.
- ✓ Strong organizational, communication, and time management skills.
- ✓ Ability to adapt and a desire to advance into a leadership role.
- ✓ *Beijing-based positions only*: visa eligibility for non-Chinese citizens requires a minimum of two years of post-baccalaureate work experience.

TO APPLY: Interested candidates should email a current resume to recruiting@duewesteducation.com.