



Due West Education is a Member of  
International ACAC and NACAC

## DUE WEST EDUCATION

### Job Description: Undergraduate Strategy 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 **Strategy Counselors** based in either **Beijing, China or Boston, MA, USA**. Strategy Counselors based in our Boston office will travel to Beijing during the summer and fall application period.

#### ABOUT THE JOB

**A day in the life:** Your role as a Strategy Counselor (SC) entails leading a team of International Admissions Counselors to offer direct assistance to students in bolstering their candidacy throughout the college application journey. You'll spearhead strategies aimed at enriching students' academic, extracurricular, and personal growth. Utilizing your adept time and project management abilities, you'll ensure timely completion of crucial projects. Moreover, your exemplary client service skills, coupled with analytical and innovative thinking, will be instrumental in devising solutions that guarantee our students' success. As you report to the Directors on the Undergraduate Admissions team, collaboration with the broader Due West team will be essential in maximizing outcomes for students through:

#### *Leadership and Team Management*

- Guide a team of three counselors, directing the creation and implementation of strategies to enhance student profiles and develop university applications.
- Mentor and assist counselors, cultivating an atmosphere conducive to growth and success with a focus on achieving set objectives.
- Deliver routine progress reports to Undergraduate Directors, highlighting the team's accomplishments and advancement towards objectives.

#### *Client Engagement and Support*

- Develop and execute a plan for students' personal and intellectual development, assisting them in discovering authentic passions and interests that serve as the basis for their university applications.
- Provide comprehensive guidance and editing assistance on all aspects of students' university applications.
- Conduct regular meetings with students and their families to explore their objectives and expectations, actively tackling any challenges or queries regarding the US university application process.
- Collaborate closely with our Parent Coordinator team to efficiently address client service matters and guarantee a smooth experience for all clients.

Beijing | Boston | Singapore | Suzhou

[recruiting@duewesteducation.com](mailto:recruiting@duewesteducation.com)

[www.linkedin.com/company/due-west-education](http://www.linkedin.com/company/due-west-education)

### ***Representation and Collaboration***

- Attend sales meetings and sponsored events as the team's representative to optimize the program's influence.
- Establish and cultivate connections with business partners and educational institutions in both China and the United States.

## **FIRST-YEAR SUCCESS GOALS**

In your first year, we will empower you to become a trusted advisor, fostering robust client connections grounded in reliability. You'll achieve expertise in college applications, mastering the nuances and developments within the field. Furthermore, you'll demonstrate your leadership skills by effectively leading and retaining team members, nurturing a cooperative, high-achieving work environment.

## **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 compensation ranging from \$49,000 to \$61,000 USD annually for positions based in Boston, and salaries ranging from ¥26,500 to ¥33,000 CNY monthly for roles based in Beijing.
- ✓ Additional compensation, including 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.
- ✓ Previous experience as a college counselor or admissions professional is preferred.
- ✓ Previous experience in student-facing roles, consulting, or education is a plus.
- ✓ Minimum 1 year of experience in team management.
- ✓ 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](mailto:recruiting@duewesteducation.com).