Job Posting: Counselor – Undergraduate Admissions

Counselor – Undergraduate Admissions

Due West Education is seeking talented, experienced educators with graduate admissions or university academic counseling backgrounds for a position based in Beijing, China. The company focuses on educational services that aim to complement and supplement curricular experiences that students receive at their academic institutions. It is our primary focus to support schools and students at local Chinese universities and to provide experienced and professional advice commensurate with our company’s high standards.

The Counselor will:

- Manage relations with a caseload of current and future undergraduate college applicants, as well as their parents or guardians
- Counsel students through their college search and application process, positioning students to achieve their educational and personal goals
- Provide in-depth support in application strategy development and composition of all-around high quality application materials, including essay brainstorming and editing, resume evaluation and guidance, recommendation advice, comprehensive review of online application form, interview preparation and assistance interfacing with the American educational system
- Utilize our curricular approach in order to support students with timely information
- Employ experience, expertise and knowledge to support the efforts of Due West in addressing many of the issues that international applicants face
- Develop new educational services that support the core values of the company

Qualifications Required:

- A degree (Bachelor’s or higher) from an accredited American institution
- Ability to work effectively with students and parents and to develop relations with both American and Chinese higher education institutions
- Strong organizational skills
- Strong writer
- Desire to work in a “start-up” environment
- Enthusiasm for helping others reach their potential

Qualifications Desired:

- Chinese language ability, or other language fluency

COMPENSATION: Commensurate with Experience

Interested candidates should email a resume and cover letter to: ugrad@duewesteducation.com
About Due West Education

Due West Education is a young, education company passionate about helping students get the information and resources they need to succeed in an increasingly global society. This means providing transparent and comprehensive information for students about educational opportunities around the world, and also preparing these students to succeed once they have selected a program.

Given that the majority of Due West’s clients are located in developing countries (mostly China), Due West is particularly driven to combat the rise of predatory “admissions agents,” by constantly striving to provide ethical consulting without fail to each and every one of our clients. Our range of services include helping students identify the best “fit” educational programs, helping guide them through the admissions process, and providing in-depth classes about succeeding in a competitive Western academic environment.

Due West Core Values

Integrity
Due West believes in the importance of integrity, honesty and transparency in all of our interactions. We do not believe in taking short cuts and will never compromise the trust that our students, parents and team members place in us.

Commitment
Due West believes in making and keeping commitments. We are genuinely committed to our students and their families, to our company mission and values, and to each other. These commitments foster a culture of respect, cooperation and responsibility.

Global Perspective
Due West believes in maintaining a global perspective in a rapidly shrinking world. We value international experience as a powerful means for individuals to broaden their horizons and grow as students and professionals. We promote cross-cultural understanding as a key component of developing the global leaders of tomorrow.

Determination
Due West believes that with the right mix of talent, hard work and, most importantly, determination, almost anything is possible. We aim to foster this determination in each of our students as they strive to accomplish their goals.

Leadership
Due West believes that leadership skills are critical for achieving both academic and professional success. We encourage our students to be leaders in their schools and communities and expect our team members to consistently develop their leadership and managerial skills.

Innovation
Due West believes innovation is a key component to our success. Due West constantly strives to develop innovative products and services to address our students’ unmet needs. We always encourage our students and team members to think outside the box and to engage in creative problem-solving.