

## Due West Education – Internship Program

Are you...

Seeking a work environment of young, entrepreneurial, and passionate colleagues from around the world?

Hoping to enter the rapidly evolving and expanding field of international education?

Trying to broaden your cross-cultural knowledge of secondary and/or tertiary education?

Interested in making a positive impact on the future of Chinese students wishing to study abroad?

Looking to hone your communication, marketing, and social media skills for the Chinese market?

If you've answered "YES" to all of the above, your next step should be to apply!

Due West Education is seeking applications for a full/part-time, paid internship. The intern would fully integrate with the current team of counselors and would collaborate on various projects with different teams. Internship roles are available with the Undergraduate Admissions (College Counseling), Secondary School Admissions (Boarding School Counseling), and Marketing teams. If the applicant has a specific interest area, they should note it in their cover letter. Depending on the time of year and needs of each division, interns may have the opportunity to work with several different departments. The Due West office headquarters are conveniently located in Beijing's Central Business District.

### Internship Description

The responsibilities of the Due West Education intern may include, but are not necessarily limited to:

- Taking part in the development and delivery of a pre-orientation summer program for college/boarder school-bound students
- Conducting research on American undergraduate/secondary school programs
- Coordinating research projects on the Chinese education system and relevant policies
- Providing direct feedback to Due West students during the essay editing process
- Tutoring and counseling Due West students
- Working with students to improve interview skills
- Assisting in curriculum development and classroom instruction
- Utilizing social networking sites to spread the word about Due West Education to potential clients
- Supporting marketing initiatives by writing and editing content and assisting with layout and design
- Participating in lead-generating business development events in Beijing and possibly other cities in China
- Contributing to the creation and analysis of internal client data and U.S. admissions data

Skill areas the intern may anticipate developing:

- Client relationship management
- Mentoring of college-bound students
- Data organization and analysis
- Client recruitment, sales funneling
- Teamwork in a multi-cultural environment
- Accountability in a professional setting



**Due West Education is a Member of  
IACAC and NACAC**

By the end of the internship, the Due West Education intern will have gained exposure to a start-up business environment, learned a great deal about Chinese consumers in the international education market, and contributed to the development of programs and curricula that will be used to help generations of future students achieve academic success.

Interns looking to learn or improve their Mandarin Chinese language skills will be provided with a tutor.

## **Qualifications**

In addition to being a current college or graduate student at an accredited American college or university, the ideal intern candidate will have the following:

- Desire to learn and flexibility in a professional and multi-cultural setting
- Well-developed writing and research skills
- Strong communication and organizational skills
- Excellent work ethic, time management skills, and ability to multi-task
- Mandarin Chinese language skills are a plus, but not required. (We will equally consider applications from candidates who are not proficient in Mandarin Chinese.)

**To Apply:** Interested candidates should email a resume and cover letter to Charlotte Arneson, Manager of International Recruitment: [arneson@duewesteducation.com](mailto:arneson@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.

We are headquartered in Beijing, China, a dynamic center for international education exchange. Our reach stretches across Asia, Europe, and the Americas. Our team has years of in-depth knowledge and experience across a wide range of educational disciplines. Our goal is to utilize our collective insight, diverse experiences, and expansive networks to promote global educational exchange.

Given that the majority of Due West's clients are located in developing countries (primarily 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.

Since 2009, Due West Education has helped hundreds of students in China, Hong Kong, Taiwan, Japan, South Korea, Singapore, Italy, France, the United States, and Canada gain admission to top American colleges and universities, as well as improve their academic, leadership, and life skills so that they can succeed academically and personally.