



Due West Education is a Member of
IACAC and NACAC

**Due West Education – Job Posting: Strategy Counselor
Experienced College Admissions Professional (Management Position)
Location: Beijing, China**

Are you looking to explore or further develop a career in international education? Do you want to live in Beijing, a dynamic capital city? Are you seeking a challenging and rewarding work experience, with opportunity for professional development and leadership advancement? Do you want to work with a passionate, diverse – and fun-loving – team?

If you answered “yes” to all of the above, applying to work with Due West Education should be your next move!

Due West Education is an international education consulting company. For over nine years, our business has been unlocking human potential and helping students from different demographic backgrounds and education systems achieve their dreams. Our comprehensive programs focus on delivering educational services that both complement and supplement curricular experiences that students receive at their academic institutions. Since our founding, we have combated the unrealistic promises of agents, ineffective support from schools, misinformation among parents, and the proliferation of for-profit high schools to become one of the most established firms in China. And we’re looking for people to join our exceptional team!

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

Due West is seeking talented individuals to serve as **Strategy Counselors** on the **Undergraduate Admissions** team. As a strategy counselor, you will form the strategic core of our undergraduate division, directing a team of counselors, with the assistance of a parent coordinator, to provide direct support to our students and families. Competitive candidates will share our commitment to providing clients with professional, ethical, and motivational advice as they navigate the college application process, and continually inspire their counselors to maintain high standards for professionalism and service. We’re looking for team members who want to learn, advance in their career, and make significant contributions to our growing organization. This is a management position based in Beijing.

Responsibilities:

Strategic Guidance

- Direct counselors in the creation and implementation of students’ development and application strategies.
- Support counselors as they guide students through a process of self-discovery, helping students to identify their interests and ambitions, brainstorm authentic essay topics, and develop a comprehensive and cohesive college application angle.
- Provide guidance and support on all components of students’ college applications.

Client Services

- Meet with students and families to discuss their goals and expectations, and manage counselors and parent coordinators to provide regular updates on students’ progress.
- Assist in the development of a Due West parent community and alumni network by consistently providing excellent service.
- Support families with the specific problems faced by students applying from a global context.

Suite 2701 JingGuang Centre, HuJiaLou, ChaoYang District, Beijing, China 100020

+86 (010) 8591-0912

www.duwesteducation.com

Additional Responsibilities

- Assisting the undergraduate team in hitting financial targets by representing the team in sales meetings and sponsored events, developing and delivering presentations, and leveraging Due West network to increase referrals.
- Build relationships with business partners and schools in China and the U.S.

Qualifications Required:

- 2-3 years previous experience as a college counselor or admissions professional
- Have fluent English skills, with strong reading, writing, and public speaking abilities
- Bachelor's degree or higher from an accredited American institution
- Desire to work on a multi-cultural team in an international environment
- Creativity, flexibility, and the ability to work cooperatively
- Strong critical thinking and problem-solving skills
- Possess strong work ethic, communication skills, and organizational and time management abilities
- Desire to work in a fast-paced "start-up" environment
- Experience within rigorous academic and/or work environments
- Interest in learning and contributing to curriculum and program development
- Visa eligibility (non-Chinese citizens): minimum two years post-baccalaureate work (or graduate school) experience

Qualifications Desired:

- Mandarin language ability (not required; other East Asian languages also helpful)
- Cultural awareness, adaptability, and interest in China
- Previous experience in:
 - Development or fundraising
 - Project management
 - Direct customer service
 - Public relations/communications
- Academic background in math, science, engineering, architecture, and/or artistic design

Employment Perks – Compensation & Benefits Include:

- Competitive industry salary commensurate with experience
- Full support in applying for and obtaining work and residence permits (for international applicants)
- Relocation assistance (for applicants residing outside of Beijing)
- Comprehensive health insurance plan
- 17 days of paid annual leave and all official Chinese public holidays
- Mandarin language classes
- Regular team-building and social activities

To Apply: Interested candidates should email a resume/CV and cover letter to: Charlotte Arneson, Manager of International Recruitment, arneson@duewesteducation.com



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About Due West Education

Founded in 2009 and based in Beijing, China, Due West Education is a growing and innovative 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.

Due West is particularly driven to combat the rise of predatory “admissions agents,” by constantly striving to provide high-quality, 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

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 and promote cross-cultural understanding as a powerful means for individuals to broaden their horizons and grow as students and professionals.

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

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 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.