



Senior Admissions Consultant (Shanghai)

Are you looking for a challenge and a career that helps change young people's lives while also providing you with opportunity for growth and advancement? Are you energetic, passionate and eager to explore Asia?

If so, we have an opportunity in our Shanghai office for a results-oriented, enthusiastic Senior Admissions Counselor who can work in a fast paced environment, possess college admissions committee experience, and superior customer services talents.

Reporting to the Managing Admissions Consulting Partner and as one of the senior positions in our Shanghai office you will lead a team of admissions consultants in providing high quality counseling to students on the admissions process by assessing their skills and interests, and guiding them and their families through the enrolment process. These relationships can often span multiple years as students progress through the process, which includes goal-setting, skill identification, academic coaching, and more.

This position requires creativity and a high level of interpersonal communication skills. Admissions Counselors must understand the university application process and have knowledge of different educational systems and curricula, as well as a passion to help students identify and achieve their goals. Experience in the American education system is essential; experience with the Asian system is desirable, but not a must.

We offer a flexible work schedule, a great team environment, a robust training program, team support & resources and a competitive revenue sharing compensation package.

As described above, core responsibilities includes but not limited to:

- Managing all aspects of a portfolio of students university and boarding school applications
- Managing students and parents expectations throughout the whole application process
- Advising families on a full range of educational options
- Supporting the development and execution of the Admissions Consulting team related workshops, seminars and all sales & marketing events, may require a small amount of travelling
- Supervise junior Associate Admissions

Requirements:

- BA/BS degree or equivalent from a top tier University or experience in the admissions office of a major US University or Liberal Arts College
- 2+ years relevant work experience in admissions office of a major US university or college, and/or worked as an independent admissions counselor
- Excellent verbal and written communication skills in English
- Enjoy working with students and families
- Strong presentation skills and demonstrated ability to sell potential candidates on opportunities
- Strong organizational and analytical skills
- Member of NACAC and/or OACAC or any other professional counseling association

The Edge Learning Center is an educational services company that has 4 centers –two in Hong Kong, one in Beijing and one in Shanghai. We provide a full spectrum of premium educational services to students, schools, and corporations. The company's four departments - Academic Tutoring, Test Preparation, Admissions Consulting, and Educational Training - cater to a variety of different clients, and offer services ranging from Test Preparation to Teacher Training.

To apply for this role, please send your updated resume, your availabilities and your expected salary to: recruit@theedge.com.hk