



**THE EDGE**  
LEARNING CENTER

# JOIN OUR TEAM

## Job Description

### Admissions Consultant

The Edge Learning Centers is an education services company that provides a full spectrum of premium educational services. Founded in 2008, the Edge continues to expand rapidly in Asia. Our experienced consultants and tutors offer a wide range of services suitable for different needs, ranging from test preparation, curriculum development, and university admission programs. We pride ourselves as the best in class and offer tailored services to students, with a 100% success rate over the past 15 years.

At Edge, not only you get the chance to work with the cleverest minds in the industry, we are also a fun and energetic group of people who truly want to partner with students, helping them to push the boundaries and succeed academically. At Edge we want you to constantly challenge yourself and come up with new ideas, we are a fast growing team and want to hire great minds who can help students build a future.

Based out of The Edge Learning Center's headquarters in Hong Kong, the Admissions Consultant reports to the Head of Admissions Consulting and works with students and their families to identify, research, select, and apply to the universities of their dreams.

### Responsibilities:

- Managing all aspects of a portfolio of students' university and/or boarding school applications by providing counseling and guidance through the full cycle of the admissions process
- Manage students' and parents' expectations throughout application process
- Advise families on a full range of educational options
- Support the development and execution of Admissions Consulting related workshops, seminars and all sales & marketing events

### Requirements:

- BA/BS degree or equivalent from a top tier University or experience in the admissions office of a major UK or US University or Liberal Arts College
- Top 5% score on SAT a plus
- Great knowledge on US college/university schools and deep understanding of US college/university admissions process
- 1-2 years relevant work experience is preferred
- Excellent verbal and written communication skills in English, (Mandarin and/or Cantonese a plus)
- Strong presentation skills and demonstrated ability to sell potential candidates on opportunities
- Strong organizational and analytical skills
- Experience in counseling students would be ideal
- Fresh graduate will also be considered

### What we offer:

- 5 days work with flexible working schedule
- Competitive remuneration package
- Birthday leave
- Medical plan
- Systematic training program
- Career advancement programme sponsorship
- Professional membership certificate sponsorship (IECA, IACAC)
- Young and energetic working environment

To apply, please send over your CV, work portfolio (optional) and expected salary to [hr@theedge.com.hk](mailto:hr@theedge.com.hk)