Position: Various  
Company: Due West Education

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.

Various Positions, Due West Education

Are you looking to explore or further develop a career in international education? Do you want to live in Beijing, an exciting, multi-faceted, 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 comprehensive education counseling company. For over six years, our business has been unlocking human potential and helping students from various demographic backgrounds and education systems achieve their dreams. Our 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 growing!

The following positions are available:

International Admissions Counselors for Secondary School Admissions and Undergraduate Admissions

Experienced College Admissions Professional (Strategy Counselor)

Experienced Teacher – English Language Programs

**International Admissions Counselors for Secondary School Admissions and Undergraduate Admissions**

Due West Education is seeking talented individuals to serve as Counselors on our Secondary School Admissions and Undergraduate Admissions teams. Counselors work directly with students, providing mentorship to develop their intellectual curiosity, extra-curricular impact, and readiness for boarding school, college, or graduate school. Competitive candidates will be able to thrive in a dynamic business environment and share our commitment to providing clients with high quality professional, ethical, and motivational advice as they navigate the American boarding school, college, or graduate school application process. Our full-time positions are based in Beijing, China.

Secondary School Admissions
Primary counselors work one-on-one with 5th–10th grade students applying to American boarding schools.

Undergraduate Admissions
Primary counselors work one-on-one with 10th–12th grade students applying to American colleges and universities.

Responsibilities:

**Intellectual Stewardship**

- Guide students through a process of self
- Provide detail-oriented guidance on all

**Client Services**

- Create and execute a plan for students
- Collaborate
- Support families with the specific problems faced by students

**Additional Responsibilities**

- Collaborate with Due West Course Consultants in the sales process to represent the undergraduate
- Represent
- Contribute to the continued growth of a start

Qualifications Required:

- Have Bachelor’s
- Desire to work on a multi Creativity, flexibility, and the ability to
- Strong critical thinking and problem Possess strong work
- Desire to work in a Experience within rigorous
- Interest in learning and contributing to curriculum and program development
- Visa eligibility

Qualifications Desired:

- Mandarin Cultural awareness, adaptability, and interest in China
- Previous experience in: Teaching or educational counseling Admissions Development or Project management Direct customer service
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. This position is 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 detail-oriented guidance and editing 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 parents 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.

**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 (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 located 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, cover letter, writing sample, and contact information for 3 professional references to: Charlotte Arneson, Human Resources Manager, arneson@duewesteducation.com

Experienced Teacher – English Language Programs

Due West Education seeks a talented, experienced educator to join our Beijing team in building a high-quality international education program. Our company focuses on educational services that complement and supplement students’ formal curricular experiences. Our English language courses aim to recreate a rigorous academic atmosphere similar to that of top American boarding schools, and work to foster well-rounded global citizens.

Position Description:
This is a full-time position in the Beijing office working with the Due West English Language Programs (ELP) department in designing and teaching educational programs for Chinese elementary, middle, and high school students planning to study abroad for secondary school and/or university. Primary responsibilities for the teacher will include leading Speaking & Listening, Reading, and Writing classes, as well as skills-based courses to address areas such as public speaking or leadership. The ELP team consists of passionate educators – including
Native and non-native English speakers – who work collaboratively to challenge and support our students as they aim for success in the classroom and beyond.

**Qualifications Required:**
- Fluent (native-level) English language proficiency
- Bachelor’s degree required; master’s degree preferred
- At least 2 years of teaching experience
- Considerable experience leading and managing a classroom, preferably within the U.S.
- Experience within rigorous and competitive academic environments
- Ability to learn and contribute to curriculum and program development
- Dedication to learning as well as to teaching
- Creativity, flexibility, and the ability to work cooperatively within the English Language Programs Department, the larger company, and with Chinese students, parents, and educators
- Capable of thriving in a fast-paced work environment
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Strong work ethic and team spirit
- Visa requirement (non-Chinese citizens): minimum two years post-baccalaureate work experience

**Qualifications Desired:**
- Candidates with experience teaching in China and/or with English teacher training will be given preference
- Chinese language ability, or other language fluency
- Cultural awareness, adaptability, and interest in China
- Training to teach across disciplines; ACT, SSAT, & TOEFL experience highly desired

**Compensation & Benefits Include:**
- Competitive industry salary commensurate with experience
- Comprehensive health care package
- Full support in applying for and obtaining work and residence permits
- 17 days of paid annual leave and all official Chinese holidays plus Christmas Day

**To Apply:** Interested candidates should email a resume and cover letter to: Charlotte Arneson, Human Resources Manager, recruiting@duewesteducation.com