



林顿学院 LINDEN ACADEMY

Confidence · Vision · Achievement

NOW HIRING FOR HARVARD STUDENTS AND ALUMS: Online, Part-time Admissions Counselors for Civic and Feminist Education Start-up in China

About Us:

Linden Academy is an education innovation startup that offers individualized admissions counseling, application boot camps, extracurricular activities, and summer leadership camps for high school and college students in China. Linden Academy introduces a unique blend of long-term self-development and short-term college admissions goals. We value academic success as well as personal fulfillment.

We are passionate educators and social entrepreneurs committed to helping young people in China grow in confidence and pursue higher education in the U.S. We empower students through feminist pedagogy and work to cultivate a passion for social justice. Like the winged seeds of the Linden tree, we believe in the potential of every student. Our founding team includes Harvard alums, professors, and both American and Chinese members.

Learn more at www.lindenacademychina.com

Admissions Counselors

Linden Academy seeks Harvard students and alumni to serve as online, part-time admissions counselors for Chinese students applying to U.S. universities. We are looking for counselors for both undergraduate (BA) and graduate (Master and PhD) applications. Counselors provide individualized help throughout a student's application process, drawing upon their personal resources and academic skills to guide inexperienced Chinese students every step of the way. While students do their own work, counselors help students stand out and shine, encouraging them to express a unique voice and challenging them to think and write on a more advanced level. Counselors are invested in each student and strive for the best admissions outcomes.

Location: Anywhere in the world with access to a computer, Internet, video-chat capabilities, and phone.

Time: ASAP. Commit to spending considerable time with each student you take on from start to the end of the application process, which might last several months (for example: up to 40 hours over a period of 8 months). Graduate application counselors have the option of working only as an editor, spending under 10 hours per student. You can take on more or fewer students according to your available time. Flexible hours.



Counselor Responsibilities:

- Work closely with individual students on all aspects of the admissions process
- Communicate regularly and frequently with students through video-conferencing, voice calls, online chat, and emails
- Help students choose which schools to apply to, finding their best fits
- Assess students' qualifications, provide feedback on their strengths and weaknesses, and develop a strategy for the best application
- Workshopping resumes, presenting extracurriculars in the most flattering way
- Brainstorming together on topics for personal statements, helping students figure out what their stories and passions are
- Provide extensive feedback on essays, going through numerous rounds of re-writes and edits (as many as needed), paying attention to content, organizational structure, writing style, personality, language and grammar
- Help students determine the best candidates for recommendation letters
- Prepare students for admissions interviews, doing practice rounds
- Act as the project manager, making sure students make steady progress and complete all aspects of the application process
- Provide help with difficulties encountered in paperwork and forms
- Mentor students through the stress of the process, encouraging their initiative and confidence in the process

Qualifications:

- HARVARD-AFFILIATED PEOPLE ONLY! Current students or alums from the college, the grad school or the professional schools are all welcome.
- Experienced in teaching, tutoring, or mentoring on an individual basis
- Good understanding of the admissions process, familiarity with a broad range of top universities (and fields for graduate application counselors)
- Native English speakers, strong writers, some Chinese language skills are a big plus
- Culturally adaptable, able to work with Chinese students who are not fluent in English
- Outstanding communication skills, able to coach young people effectively and patiently
- Superb time management, great at coordinating with students, always able to meet deadlines big and small
- Responsible, ethical, a sense of integrity
- Believes in women's empowerment and social equality, great at giving affirmation and respecting diversity
- Great at self-directed work, good at solving problems and learning new skills

We Offer:

- Highly competitive pay on an hourly basis
- Bonuses and pay raises based on good performance



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- Opportunities for advancement within the company, including managerial roles and full-time positions
- Flexibility and autonomy in your work, a great way to supplement grad school income
- The opportunity to empower young people, help them achieve their dreams, and shape the direction of their lives
- Introduce feminism and social justice ideals to China's brightest future leaders, and in turn changing the future of China

Contact: To apply, please send a resume to linden.academy.china@gmail.com. Please email us with any questions.