

Full-Time GSP Academic Advisor (Chengdu, China or Guangzhou, China)

GreatChina International Education is looking for a research and detail-oriented academic advisor who enjoys guiding students, helping them to solve challenges, and is passionate about education. Under the Global Scholars Program (GSP), the academic advisor works closely with a small team of counselors and managers to assist and support student development in targeted areas of personal development, extracurricular involvement, and career exploration. Preferred candidates are those who have relevant prior experience and are interested in professional development, international education, and working with highly motivated students to achieve their goals. No knowledge of Mandarin is necessary with optional language lessons provided.

Company Background:

Established in 1996, GreatChina is an AIRC certified, international education institution registered in the US and duly licensed by the Ministry of Education and the Ministry of Public Security in China. It provides comprehensive services in study abroad, cultural/educational exchange, career planning, and investment immigration to Chinese students and families.

GreatChina is a member of NAFSA and AMCHAM, and is also on board of the Chengdu-Phoenix Sister City Committee and Sichuan People's Association for Friendship with Foreign Countries. It has established close and long-term cooperative relationships with more than 800 well-known colleges and educational institutions in 45 states in the US.

With headquarters located in Chengdu, China, GreatChina has six branch offices in Beijing, Shanghai, Guangzhou, Chongqing, Hainan and Kunming, and has created mutually-beneficial partnerships with over 200 Chinese educational institutions.

Responsibilities include:

- Work with small group of advisees to develop and track goals
- Assist students with researching and troubleshooting challenges
- Customize education and progress plans for each student
- Provide guidance and feedback on student essays and other work
- Conduct practice interviews and provide feedback to help build self confidence
- Participate in relevant educational activities, events, and staff sharing sessions

Qualifications:

- Bachelor's degree
- Prior experience or knowledge of US college admission policies or application procedures
- Strong sense of ethics, excellent planning, and ability to prioritize and meet deadlines
- Strong analytical, organizational, communication and writing skills
- Strong passion for and commitment to education
- Keen attention to detail

Qualified applicants will be interviewed on a first-come, first-served basis until position is filled.
Send Letter of Interest and Resume: Ms. Rena Chen at renachen@usaedu.net

GreatChina International Education - Access to Success!

