



Spark Program Academic Advisor (Chengdu, Chongqing or Guangzhou, China)

GreatChina International Education (GIE) is looking for a full-time academic advisor who is goal and detail-oriented and enjoys guiding students and helping them solve challenges. Under the Spark Program (SP), the academic advisor works closely with study counselors, academic counselors, and activities counselors to assist and support student development in areas of critical reading and thinking abilities, writing and reflection abilities, career exploration, and personal development. Preferred candidates are those who have relevant prior experience and are interested in professional development, international education, and helping students to achieve their higher education goals. Knowledge of Mandarin not necessary with language lessons provided. Competitive salary based on skills and experience.

Company Background:

Launched in 1996, GIE is registered at the federal and state levels of the United States and recognized by the Chinese Consulate General in Los Angeles and Houston, formerly with AIRC, and certified by the National Association of Foreign Student Affairs (NAFSA), the National Association for College Admission Counseling (NACAC), and International Consultants for Education and Fairs (ICEF). GIE has also been approved by Chinese authorities including the Ministry of Education, the Ministry of Public Security, the Administration for Industry and Commerce, the Bureau of Civil Affairs and the Administration of Foreign Experts Affairs. GIE provides comprehensive services in study abroad and test preparation, international education, cultural and educational exchange, career planning, and investment immigration to Chinese students and families.

Responsibilities include:

- Help students develop and understand university admission and application strategies.
- Customize education plans for each student.
- Provide guidance and feedback on student essays and other work.
- Lead workshops to improve student skills and strategies in writing and critical thinking.
- Conduct practice interviews and provide feedback to help build self-confidence.
- Participate in relevant educational activities, events, and staff sharing sessions.

Qualifications:



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- Bachelor's degree
 - Prior experience or knowledge of selective US college admission 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

More information can be found at <http://english.usaedu.net>.

Qualified applicants will be interviewed on a rolling basis until position is filled.

Send letter of interest and resume to Ms. Rena Chen at renachen@usaedu.net.