

## Job Description: College Counselor (Part-Time)

Hello there,

We're looking for someone to help us produce the next generation!

If you're familiar with terms like ED, EA, Ivy Leagues and Top Schools in the US, and if you have a hankering to be part of the success journey of a young person, we want to hear from you!

Calling professionals who've got a way with words and enjoy conversations. This is your chance to become a part of a start-up that will rewrite history!

### **About Ascend Now:**

Ascend Now is a Sequoia Spark-backed Ed-Tech start-up based in Singapore that is disrupting the way students aged 7-18 learn. Through our personalized one-on-one online classes, students are taught through their preferential learning style to meet their unique learning objectives. Today, Ascend Now serves over 900 students in more than 13 countries. Since our founding in 2018, we have grown over 100% year on year and raised US\$3M in 2022 to invest in technology, hiring, and regional expansion.

### **Job Description:**

We are seeking current college students to join our team as College Counselors. In this role, you will be responsible for assisting prospective students in their college application journey. Your primary tasks will include editing essays, sharing your own college experience, building relationships with college representatives, and assisting with various business development and data collection activities.

### **Key Responsibilities:**

- **Essay Editing:** Assist prospective students in refining their college application essays by providing constructive feedback and editing support.
- **Student Guidance:** Share your personal college experience, insights, and tips with prospective students to help them make informed decisions about their higher education journey.
- **Business Development:** Build and maintain relationships with college representatives to facilitate virtual events and workshops. Assist in organizing and promoting these events.

- **Data Collection:** Help in collecting and organizing data related to college application trends, admission statistics, and student preferences.
- **Administrative Tasks:** Perform various administrative tasks related to counseling services, as required.

**Qualifications:**

- **Current College Student:** Enrolled in an undergraduate program at an accredited college or university.
- **Strong Writing Skills:** Excellent writing and editing skills, with the ability to provide clear and constructive feedback on essays.
- **Effective Communication:** Strong interpersonal and communication skills to connect with prospective students and college representatives.
- **Enthusiastic:** Passionate about higher education, helping others, and sharing your college experience.

**Benefits:**

- **Competitive Pay:** College counselors will be paid USD 30/hr, with the potential for pay increases based on performance.
- **Flexible Schedule:** Work part-time hours with a flexible schedule that accommodates your college classes. The majority of our students are based in Southeast Asia.
- **Professional Development:** Gain valuable experience in counseling, communication, and event management.
- **Networking Opportunities:** Build a network of connections with college representatives and prospective students.

**How to Apply:**

Interested candidates should submit the following to [faaiza.seyid@ascendnow.info](mailto:faaiza.seyid@ascendnow.info):

- Resume
- Completed [college list creation task](#) (please make a copy of the doc)
- Completed [essay editing task](#) (please make a copy of the doc)
- 1 writing sample

*Ascend Now is an equal-opportunity employer. As an equal opportunity employer, we hire without consideration of race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability. We encourage applications from candidates of all backgrounds and experiences.*