

## **Admissions Coach - Global**

**Type:** Part time; one-on-one, class instruction

**Location:** Hanoi, San Francisco Bay Area, Singapore, Hong Kong, New York

**Projected start date:** Immediately

**Compensation:** DOE

### **Organizational Background**

Spark Prep offers a full service, holistic, values-based approach to admissions coaching, test preparation, and subject tutoring. We work with students throughout the US and South East Asia, on both undergraduate and graduate admissions processes.

Our goal - and the commitment we make to our students - is for the journey toward higher education to be filled with rich moments of synthesis and growth, intellectually and personally. With Spark Prep, the application process is an opportunity to clarify a student's values, refine goals, and begin his or her growth process into adulthood; test preparation and tutoring are vehicles for deepening understanding, honing skills, and expanding intellectual curiosity. We ask big questions in order to provide a meaningful investigation into the development of each student's character.

Our students are academically superlative, incredibly hard working and diligent, and come with high standards for success. Many of them expect to apply to top-tier American universities and past students have been admitted to Harvard, Princeton, Yale, Brown, Columbia, Penn, Stanford, Dartmouth, UChicago and world-renowned business programs including INSEAD, LBS, NYU-Stern, Boothe, Anderson, Columbia and Wharton.

Spark Prep provides breakthrough results for our students by providing a blend of strategic coaching, targeted test preparation, and personal development training.

### **About the Role**

Spark Prep is looking for experienced college admissions counselors to support students in the college application process. As our business domestically and abroad continues its rapid growth, we want to bring on board motivated, hard-working individuals who are interested in becoming part of our intimate, dynamic team. Our preference is for candidates who believe that a student's success is determined as much by their understanding of themselves as by grades and test scores.

You will act as a resource for our students in their college journey, working directly with individual students to customize a program that supports students throughout the admissions process.

## **Responsibilities**

Responsibilities for this role include the following:

- Provide one-on-one support to students throughout application process
  - Conduct comprehensive strengths analysis
  - School selection advising
  - Essay coaching
  - Recommendation strategy
  - Family process coaching
  - Interview prep

## **Preferred Qualifications**

- Dedication to the development, growth, and inspiration of young people
- Flexible, patient, kind, and comfortable working in new cultural environments
- Excellent interpersonal communication skills
- BA or BS required; Graduate degree in humanities or MBA is desirable
- 3-4 years experience teaching or working closely with high school students

To apply, send your resume and a letter of interest to [info@sparkprep.com](mailto:info@sparkprep.com). Please include the job title in the subject line.