



## **Internship Opportunity**

**Beijing, China**

*www.elitescholarschina.com*

*Elite Scholars of China (ESC) is looking for an Intern to join our team. ESC helps China's brightest and most promising high school students apply to America's most prestigious colleges.*

### **Position Details**

As an intern at ESC, you will serve an important role in helping an organization continue to deliver exceptional service to top high school students who are navigating through the American college application process. Responsibilities may include:

- Working 1-on-1 with ESC students on various aspects of the application process
- Teaching students to research colleges and critically evaluate their educational options
- Assisting with cultural activities and workshops to help students prepare for life in America
- Helping to plan and execute marketing and special events
- Research projects, including data entry and analysis
- Additional tasks as needed to support ESC students and staff

### **Qualifications**

- Current enrollment in or recent graduation from a top college or university
- Excellent written and oral communication skills
- Highly self-motivated and able to meet deadlines
- Able to work well in a cross-cultural environment
- Warm personality and ability to connect with high school students
- Facility in Mandarin Chinese is a plus, but not required
- Ability to manage multiple projects at the same time
- Excited about a dynamic work environment with fun colleagues

A cost of living stipend is available, although we encourage interested applicants to apply for any relevant grants through their university's career resource center.

### **About Elite Scholars of China**

Elite Scholars of China (ESC) is the premier education consulting company in China and aims to educate China's top high school students about their undergraduate options in the United States. ESC offers high-quality college-counseling services, SAT, ACT and TOEFL test preparation, US college tours and workshops to China's academically accomplished high school students.

ESC students have been admitted to every top American college and university, including: Amherst, Brown, Caltech, Carleton, Colby, Columbia, Cornell, Dartmouth, Duke, Emory, Harvard, Haverford, Middlebury, Northwestern, Princeton, Pomona, Stanford, Tufts, University of Chicago, University of Pennsylvania, University of California – Berkeley, Vassar, Wellesley, Wesleyan, Williams and Yale.

ESC was co-founded eight years ago and is managed by Stacy Palestrant (BA, Wellesley & MBA, Chicago Booth) and Tomer Rothschild (BA, Wesleyan & MBA, Wharton). ESC is based in Beijing – next door to the US Embassy.

**To Apply**

Please send a cover letter and your resume, or direct any questions to:

Dorothy Ajayi at [talent@elitescholarschina.com](mailto:talent@elitescholarschina.com)

**Please Note**

Applications for the Summer/Fall of 2018 will be reviewed in January 2018. Applicants should write in the subject line of the email, “Internship Application – First name, last name”.