



—IVYUAN—

Education Consultant

Ivyuan (www.ivyuan.com/en) is an educational development company based in Shanghai, China. Our services range from educational consulting to curriculum development, online instructional videos, E-Textbooks, and data assessment. We deliver educational consulting services and an array of secondary-education programs to Chinese students preparing to study abroad. Our offices are located in Beijing, Hangzhou, Shanghai, Nanjing, and Shenzhen, with connections to schools and academies in Chengdu, Guangzhou, and Suzhou. Our team comes together from a broad range of backgrounds and experiences.

We are seeking full-time consultants to: (1) help Chinese high school students and families apply to US high schools, colleges, and graduate schools through individualized consulting, (2) work in partnership with local schools to develop new curricula and to run critical-thinking and writing workshops, (3) continue to develop the online educational platform featuring educational videos and e-textbooks for Chinese students, and; (4) track and measure learning data from students to better understand how to help them achieve their educational goals.

Depending on your background experience and technical skills, you may also be more involved in the following projects: education research, video script writing, film production and editing, curriculum development, textbook curriculum design, website production, computer programming, and data analysis. We provide an entrepreneurial platform to push educational projects in China, and the opportunity to be part of a start-up that has doubled staff in the past two years.

Our competitive compensation package includes salary, housing, performance-based bonus, annual merit-based base salary increases, and a stipend towards health insurance. Living and travel allowances may also apply.

Skills and Qualifications

- Bachelor's degree from a U.S. college or university
- Passion for education, interest in academic topics, and working with students and families.
- Individuals should possess strong writing, editing, and interpersonal skills.
- Strongly preferred, though not required:
 - (a) Experience teaching/working with students
 - (b) Proficiency in Mandarin.
 - (c) Prior experience in curriculum design, visual arts, data assessment, electronic textbooks, video filming/editing/production, animation, and computer programming.
 - (d) Experience traveling to and living abroad in foreign countries.

Deadline: We begin conducting interviews within a week of receiving your application, and give offers on a rolling basis. Candidates are encouraged to apply sooner. Position availability varies throughout the year, so please email careers@ivyuan.com before applying to inquire about openings.

Procedure: kindly send a resume (CV) and cover letter to careers@ivyuan.com with the subject heading "Education Consultant: First Name Last Name". Name your resume and cover letter in the following format: EC_FirstNameLastName_CV and EC_FirstNameLastName_CoverLetter.

Please note that we only accept files sent as .doc, .docx and .pdf. We do not accept .pages or .rtf files.