



—IVYUAN—

## Internship

Ivyuan ([www.ivyuan.com/en](http://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 undergraduate/graduate interns, regardless of citizenship, to assist staff in academic research, internal operations, human resources, curriculum development, marketing, event-planning, teaching writing workshops, and various educational projects pending an intern's relevant strengths, background experience and interests. Interns will be expected to assist education consultants/senior education consultants with (1) helping Chinese high school students and families apply to US high schools, colleges, and graduate schools through individualized consulting, (2) working in partnership with local schools to develop new curricula and to run critical-thinking and writing workshops, (3) continuing to develop the online educational platform featuring educational videos and e-textbooks for Chinese students, and; (4) tracking and measuring 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.

We provide an excellent platform to experience China as a part of a growing business, and make a lasting impact on talented students. We provide a stipend based on the length of each individual's internship. Housing and travel allowances do not 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
- Experience traveling/living abroad and interacting with foreign cultures
- 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.

**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](mailto:careers@ivyuan.com) before applying to inquire about openings.

**Procedure:** Kindly send a resume (CV) and cover letter to [careers@ivyuan.com](mailto:careers@ivyuan.com) with the subject heading "Education Consultant: First Name Last Name". Name your resume and cover letter in the following format: INT\_FirstNameLastName\_CV and INT\_FirstNameLastName\_CoverLetter.

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