



HALE

EDUCATION GROUP

Title: Educational Consultant
Location: UAE, Lebanon, Taiwan, Singapore (List Preference in Application)
Reports to: Managing Director

SUMMARY

Do you want to join a fast-expanding educational start-up working to positively impact young people's lives? Would you enjoy mentoring an extraordinarily diverse group of students in a young, dynamic work environment?

At Hale, you will join a company with a nonpareil reputation for US admissions counseling in the Gulf region, and work with a diverse team of consultants educated at top American and Canadian universities. Our team has lived in over twenty countries, including Costa Rica, Jordan, Pakistan, Turkey, and Swaziland, speaks more than ten languages, and includes three Fulbright Fellows. Following their time at Hale, previous consultants have gone on to be accepted to top graduate school programs at universities such as Harvard, Georgetown, and the London School of Economics.

As an educational consultant with Hale, you will make valuable connections while joining the booming education sector, and also have the chance to develop your professional skill set in areas including: Client Relationship Management, Project Management, Business Development, Outreach and Partnerships, Marketing and Social Media, and Database Management.

Our company is constantly growing; our main offices are located in Dubai and Abu Dhabi, and we have recently opened an office in Beirut, Lebanon. We are looking for motivated individuals who are excited by the prospect of leading the way into new global markets.

Hale offers its consultants an amazing opportunity to evolve personally and professionally while making a meaningful difference in the lives of students. We look forward to welcoming you to our team!

Hale Education Group

Hale Education Group is the leading independent educational consulting firm in the GCC focusing on US university admissions. We provide college admissions counseling to Emirati and international students seeking admission to the full spectrum of US universities and colleges. Our innovative model has evolved from our deep background and broad experience in admissions counseling in the United States. We center our services on providing intensive one-on-one counseling and guidance to students in every aspect of US college admissions, based on the philosophy of finding the right "fit." Hale's mission is to guide and empower students seeking to realize their maximum personal, academic, and professional potential through the pursuit of American higher education.

Hale Education group employs an entire team of American university professionals with relevant firsthand admissions experience, education, and knowledge. Our admissions counseling model is highly personalized, as all of our sessions are conducted one-on-one with students. We are defined by our collaboration with parents and students, as well as our innovative use of technology. Our team is composed of highly qualified individuals with advanced degrees from top US universities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Educational Consultant's responsibilities include:

- Guiding students in preparing their college applications
 - Conducting internet research on US colleges and universities and assist in development of balanced college lists
 - Updating student data in the Guided Path web portal
 - Assist students in preparing their college applications
 - Revising student applications/resumes/college supplements/personal statements
 - Creating balanced college lists
 - Creating a roadmap of the requirements for each university and an action plan



- Providing student mentorship
 - Encourage students to take on leadership roles at their schools and in their communities
 - Nurture their community/service spirit
 - Promote a love of learning
 - Develop communication and writing skills
 - Encourage students to read
- Providing students with academic guidance
 - Guidance on course selection at school
 - Assisting students in choosing a college major
 - Creating a standardized testing timeline for each student
 - Guiding students on pre-college enrichment opportunities
 - Researching and advising students on suitable summer programs, courses, or camps
 - Assisting students with their summer activity applications
 - Researching and advising students on extracurricular activities, internship opportunities, and out-of-school educational enrichment opportunities
- Assisting other counselors in workshops/classes on specific components of the application process
- Coordinating and assisting in events in support of Hale's business development efforts (e.g., school visits and presentations)

You will be expected to:

- Be available to students during normal working hours (Saturday through Wednesday)
- Answer e-mails and phone calls promptly
- Act professionally at all times / be punctual to all meetings

QUALIFICATIONS

Required Qualifications

- Experience and interest in working with adolescents to help them reach their full potential
- 0-2 years demonstrated experience in the field of US university admissions
- Experience living abroad to reflect ability to adjust to another culture
- Passion for education/counseling/student services
- Professional communication skills, both oral and written
- Computer skills
- Willingness to commit beyond scheduled hours when necessary

Desired Qualifications

- Experience working abroad at a professional level in an institution of higher education
- At least one year demonstrated experience as a college admissions counselor in a US higher education institution
- Advanced degree
- Ability to speak conversational Arabic

LOGISTICS

Salary

Negotiable depending upon experience.

Employment and Working Hours

- Office hours are 5 days per week, 10am-7pm, with 1 hour for lunch. Thirty (30) paid vacation days per year. We observe UAE holidays.

Health Insurance

- Hale Education group provides health insurance under the laws of the UAE.

Transportation

- New hires will be responsible for their own transportation. Dubai has a modern and efficient transportation system, and taxis are easily found at all hours.



Additional Information

Dubai's international airport puts travelers in reach of dozens of countries within a 3-4 hour flight. Taxi hire is relatively inexpensive, and tours abound in the local area.

Hale employees are expected to have the maturity to handle themselves in a foreign country, in particular an Islamic nation. Any breach of conduct will result in the counselor's immediate termination.

Application Procedure

To apply, send an email, subject line "Educational Consultant", along with a CV (resume), cover letter, and writing sample of at least 5 pages (personal statement or college/masters theses preferred) to hr@haleeducation.com.