

# COLLEGE TRANSITIONS



Expert Planning for College Admission and Success

1-29-19

College Transitions is an independent consulting firm committed to guiding students to and through higher education. We believe that the college admissions process is not an end, but a means to self-discovery, growth, and fulfillment. We aim to bring perspective (and some sanity) to college planning and we strive to provide our students with the comprehensive, data-driven advice they need to enroll and succeed at good-fit colleges and universities.

Currently, College Transitions is seeking to hire several remote, part-time College Essay Coaches to guide our students through the college essay writing process for the 2019-20 academic year.

## **Essential Duties:**

College Essay Coaches correspond with students via phone, email, and/or video chat (e.g. Skype, FaceTime, Google Hangouts, etc.), while providing suggestions and feedback for each of their college application/admission essays. Essay Coaches are assigned to individual students (not individual essays), and are responsible for helping them draft authentic and well-written responses that reflect what they can contribute to their prospective schools.

## **Background:**

The ideal candidate will possess a college admissions and/or college counseling background, as well as prior essay tutoring/coaching experience.

## **Requirements:**

College Essay Coaches must:

- Be able to devote approximately 5-10 hours per week to our students.
- Be comfortable working with students and families in a remote capacity and have access to a video chat platform.
- Be able to provide thorough feedback within 48 hours of receiving an essay, including and especially during the height of the college admission cycle.
- Be willing to adhere to the [Principles of Good Practice](#) as outlined by the National Association for College Admission Counseling.

## **Compensation:**

College Essay Coaches are paid per hour and are responsible for *all* of the student's application/admission essays. Rates for the 2019-20 admission cycle are currently set at **\$50/hour**. Typically, our Essay Coaches work with approximately 3-5 students, occasionally more or less, depending upon their availability and the demand for our services.

## **Applying:**

Interested candidates should send a resume and cover letter to [jobs@collegetransitions.com](mailto:jobs@collegetransitions.com)