



## SEEKING ADMISSIONS EXPERTS

- ✓ **REMOTE WORK!**
- ✓ **INTERNATIONAL EXPOSURE!**
- ✓ **COMPETITIVE COMPENSATION!**
- ✓ **MAKING ACADEMIC DREAMS A REALITY!**

### COMPANY SUMMARY

*Write Track Admissions* (WTA) is a global admissions consulting company that has served over **1,000 undergraduate and graduate school applicants** from **40+ countries** since 2008. After **10 years** in business with a **93% track record** in guiding clients to their top choice U.S. UK, and Canadian programs, we are eager to capitalize on our successes and take WTA to the next level!

We are now looking to expand our team of *highly motivated, professional, and entrepreneurial* Admissions Experts! If you are interested in being part of a battle-tested international enterprise with high upside potential, remote work, and incredibly gratifying results that can change lives, then WTA is the place for you!

### SUMMARY OF POSITION

The WTA Admissions Experts are largely responsible for communicating, procuring, and overseeing admissions consulting services with each designated WTA client. WTA is currently seeking two (2) Admissions Experts; Lead Admissions Expert for Law and College admissions, and Lead Admissions Expert for MBA, College, and Professional Services. WTA is a seasonal business primarily driven by client application demand between July – February; the remaining months are dedicated to preparation and outreach.

### KEY RESPONSIBILITIES

- Ascertain client objectives and goals through written and oral communication
- Procure client for contracted services (initial contract and additional services)
- Strategize, brainstorm, and edit application materials including but not limited to application essays, statements, CV/resume, application forms, in addition to interview preparation (if applicable)
- Primary point of contact for client until services are complete and client application results are rendered
- Work with WTA Marketing Department to assist in client outreach

### KEY QUALIFICATIONS/REQUIREMENTS

- Law Degree required for the Law School Admissions Expert (Top 25 U.S. News ranked law school preferred)
- MBA required for MBA Admissions Expert (Top 15 U.S. News ranked MBA Program preferred)
- Admissions committee and/or previous application assistance experience required
- Outstanding time management and organizational skills
- Passion and knowledge of U.S. and international education markets
- Self-motivated, action-oriented, and work well under pressure, especially during admissions season
- Excellent interpersonal skills and patience to manage clients and work with WTA office staff/management
- Work is remote but candidates must be U.S. citizens or have a U.S. work permit
- Competitive compensation based on level of admissions consulting experience and time commitment

### APPLICATION INSTRUCTIONS

- Please submit your resume, admissions writing sample (previously edited essay), and cover letter listing relevant experience in body of email to [careers@writetrackadmissions.com](mailto:careers@writetrackadmissions.com) | **DEADLINE: May 15th, 2018**