



IVY OPTIONS

Company: Ivy Options

Job Title: University Admissions Specialist

Position: Full-Time

Location: Dubai, United Arab Emirates

Salary Range: \$65,000 to \$130,000 per year (tax free) - commensurate with qualifications and experience

Ivy Options, a Dubai-based university admissions consultancy, seeks an independent and motivated admissions counselor who is interested in working with international high school students to help them shape their academic goals and guide them through the university application process. You will work independently and as a team member with the company's other consultants to guide students and parents through the maze of college admissions and help them find the best fit.

Job Responsibilities:

- Guide students and parents through all aspects of the university applications and admissions process
- Meet with students regularly through all stages, from initial brainstorming through final matriculation
- Help each student create a bespoke and balanced university list
- Help students brainstorm, select, and hone essay ideas
- Provide feedback on student applications, resumes, and essays
- Help students create a roadmap and action plan for each university
- Assist students in filling out the Common Application and other applications
- Advise students on academics (course selection) and extracurriculars to maximize their potential
- Create a standardized testing plan and timeline for each student
- Research and advise students on suitable summer programs, courses, or camps
- Assist students with their summer activity applications

Job Requirements:

- Native English Speaker
- Demonstrably superior grammar, editing, and writing skills
- Bachelor's degree from a reputable US, Canadian, or UK university
- 2 or more years of experience in university admissions preferred
- Passion for higher education and helping students
- Professional managerial and relationship-building skills
- Strong creative and strategic thinking abilities
- Presentation skills in both individual and group settings

Company Information

Ivy Options is a boutique university admissions consultancy founded in 2012, with offices in the United Arab Emirates, the United States, and the United Kingdom. The company provides highly-individualized academic and university application guidance as well as ACT and SAT preparation to students located in 22 countries worldwide. We specialize in helping international applicants and American students living abroad who face unique challenges when applying to universities in the U.S., U.K., Europe, Middle East, and Asian countries. Ivy Options helps students showcase themselves authentically and with their own genuine voice. The staff consists of professionals and former admissions officers from some of the most selective universities in the world.

Our students have achieved acceptance into all Ivy League universities (Harvard, Yale, Princeton, Cornell, Columbia, Penn/Wharton, Brown, and Dartmouth), Oxford, Cambridge, Stanford, MIT, University of Chicago, Georgetown, Notre Dame, NYU, Carnegie Mellon, Georgia Tech, University of Southern California, St. Andrews, Warwick, King's College London, McGill, IE University Spain, Bocconi, and many others.

To apply

Please send your resume and cover letter to employment@ivyoptions.com