



Full-Time Senior Mentor

Command Education is a rapidly-growing, high-end education consulting firm that guides students through the college application process and succeeding in high school.

Command Education is currently seeking full-time recent college graduates to join our mentoring team. This Senior Mentor position is full-time and in-person in New York City once it is safe to transition back from remote working. Salary and compensation package is very competitive. Benefits also include health insurance, MetroCard expenses, team-building outings, and professional development opportunities.

Job Description:

- Mentoring a select number of high school students, providing assistance with all aspects of the college admissions process, including (but not limited to):
 - Providing guidance/feedback on essays and other student work
 - Interview prep, resume revision, internship search assistance
 - Guidance in course selection, extracurriculars, overall ‘standing out’ in high school
 - Forging strong mentor-mentee relationships and inspiring students
- Supporting other team members and assisting in developing shared resources
- Assisting with and taking the lead on other projects relating to company development

Requirements:

- Recent completion of a BA/BS degree from a top-tier college or university
- English and Mandarin fluency
- Some experience with education and/or tutoring
- Authorized to work in the United States without sponsorship
- Able to work independently and collaboratively on a small, high-functioning team
- Extremely strong reading, writing, and editing skills
- Self-starter with strong organizational skills, excellent follow-through, and ability to come up with creative solutions
- Able to maintain an excellent work ethic and high level of enthusiasm/energy

Interested candidates can send a resume and cover letter to stephanie@commandeducation.com.