



## Full-Time Senior Mentor Job Posting

*Command Education is a rapidly-growing, high-end education consulting firm that guides students through the college application process and succeeding in high school. The company has been featured in the Wall Street Journal and the New York Post, among others.*

Command Education is currently seeking full-time mentors to join the team. This is an entry-level full-time position in the office in midtown Manhattan. In general, we have a shorter workday from Monday-Friday, in addition to student calls on select weeknights and weekend timeslots of each mentors' choosing. In-office time is used for tasks related to student development (finding opportunities, providing feedback on student work, etc), as well as company development-related projects that are flexible based on each employee's skills, experience, and interests.

Start dates are flexible. This position is full-time and in-person in New York City. Salary and compensation package is very competitive. Benefits also include 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 (specific projects/areas dependent on skills and experience)

### Requirements:

- Completion of a BA/BS degree from a top-tier college or university
  - (Preferred majors include English and psychology. All applicants should be experienced in high-level reading and analysis.)
- 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
- Able to engage and relate clearly and compassionately to high school students and serve as an excellent role model
- 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 are encouraged to send a résumé and cover letter to [careers@commandeducation.com](mailto:careers@commandeducation.com). A writing sample is helpful but not required.