Ivy Labs Education Inc. (IVYLABS) was founded in 2001 across campus of Yale University. It is one of the first boutique consulting firms to focus on the early planning stages of the college application process for families in Greater China. Apart from the New Haven general office, we also have two other branches in Hong Kong and Beijing.

The IVYLABS counselor team provides education consulting services for VIP clients from internationally distinguished financial institutions and private banks (such as Goldman Sachs and Merrill Lynch in the Asia-Pacific region). Our counselors also provide services to the headquarters of China's leading commercial banks, including CITIC Bank and the Shanghai Pudong Development Bank.

At present, IVYLABS has a strong core team with nearly thirty experienced counselors who graduated from top-tier universities including Harvard, Yale, Brown, Columbia and University of Pennsylvania. We have also hired another distinguished advisory team, consisted of more than fifty former admissions officers/directors of top US universities and private secondary schools. In addition, we have established a mentorship program in which we pair our clients with one of over one hundred currently enrolled top university students, to offer a current students’ perspective to our applicants.

Cognizant of and committed to the cultural values of the US, the IVYLABS counseling team prides itself on maintaining strong ethical standards for our students. We insist upon pursuing the fundamentals of education, emphasizing early systematic planning, and we refuse to engage in whitewashing, packaging, plagiarism, and ghostwriting; instead, we strive to create a logical and well-rounded picture for each applicant by exploring his/her unique interests and potentials in terms of their varied personalities, academic performances, and extracurricular activities.

IVYLABS takes a holistic approach to education. In other words, we choose not to focus on a single service like the standardized test preparation centers that currently saturate the market. Instead, our results are driven by a long-term process to amplify student potential through small classes and personalized discussions that simulate a liberal arts education. This approach is readily accepted by educated Chinese families of various backgrounds (while many of our students come from elite private schools in mainland China and Hong Kong, others are Asian students attending high school in the UK, Canada, and the US).

For our 2015 college applicants, we set a firm record: 40% of our students were admitted to the world’s top 20 universities, 51% to the top 30, and 96% to the top 50. For our high school applicants, all of our students were admitted into leading private schools such as Blair, Choate, Brooks and Kent. We accomplished this while continuing to stand out amongst our peers in the education consulting industry, which is typically described as a greedy, impetuous environment saturated with modular services and impersonal packaging. Rather than quickly manipulating our students’ résumés, we at IVYLABS believe in providing opportunities for our students to excel. For example, in 2014, we founded the Association of Chinese Students at Private Schools in America. Ambassador Zhang Qiyue (of the Chinese Consulate General in New York) attended the inauguration ceremony. As the largest Chinese student association that focuses on high school students studying in the US, it receives media coverage from CCTV and Phoenix TV.

According to our research and experience, the most essential component of applicant evaluation is academic ability, which is not necessarily measured by performance on exams, but rather in an applicant’s intellectual pursuits, both in and out of the classroom. This is where many of our students are at a disadvantage; unlike the education tradition in the US, which provides students with the resources needed to pursue their unique interests, the lacking Chinese system precludes students from cultivating their full academic potential and extracurricular strengths.

In light of the above, IVYLABS decided to initiate our Future Scholar Initiative, covering the applied disciplines of: computer science, automation engineering, environmental engineering, finance, psychology, and other traditionally research-based areas of study. To serve as project supervisors and mentors, we hired professors and PhD students from top universities in each field. Further, we strive to establish cooperative
relationships with distinguished university laboratories to help guide our most outstanding and passionate students studying at schools all over the world in completing their research projects.

For many years, IVYLABS has held recruitment seminars in universities such as Harvard, Yale, Brown, Columbia, and UPENN during which we were fortunate to meet many Ivy League graduates whose passion about international education led them to join our team. Over the past several years, IVYLABS has also employed more than ten part-time and full-time counselors from Ivy League schools and supported them with H1B visa application.

As a boutique education consulting firm with a fourteen-year-long history and a deep connection to academic institutions, IVYLABS seeks to integrate into and contribute further to the researchers and scholars community. We are looking for the maximum intersection of our educational aspirations with that of the University’s student body; that is, by providing diversified internship and job opportunities, we strive to become the most convenient and suitable training base for as many current students and scholars as possible. In this way, our students can benefit from access to laboratories and mentorships, while students and scholars can gain financial support and teaching experience. Since started, many current students from undergraduate colleges or professional schools have already joined the Student Mentor program by sharing their success stories and experiences.

As the program coordinator, I write to congratulate you on your academic success and to introduce you to IVYLABS’ diverse opportunities. As you consider becoming part of a talented, motivated, and involved community, I hope that IVYLABS remains among your top prospects.

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Academic Mentor Job Description

**Job Title:** Academic Mentor

**Objective:**

To help students (primarily Chinese middle/high school students) explore their research interests, build up their research profile and enhance their overall academic readiness and competiveness in the college application process.

**Job Summary:**

The Academic Mentor will serve as a part of the “Early Stage Planning” team for Ivy Labs Education, providing online academic mentoring and coaching services tailored to the academic interests of our students, starting from basic courses, if necessary, to guiding students through a well thought-out research project for a period of at least 6 months. The project could be oriented towards participating in certain field-specific contests, international conferences, or publishing at peer-reviewed journals or for general publication. The Academic Mentor will work closely with Ivy Labs’ Counselors Team in developing an overall strategy for our students. Under the guidance of the counseling team and with input from the students, each Academic Mentor will devise a long-term proposal that best fits the students’ overall early stage plan. He/she will report consultation details directly to the program coordinator and the counseling team on a biweekly basis.

**Responsibilities:**

1. **Project Development:** Based on the students’ interests, skills and the mentor’s own expertise and academic resources, the Academic Mentor helps students brainstorm and eventually develop a feasible and compelling research project, which ideally, could be a small part of the mentor’s own graduate thesis.
2. **Courses:** Based on assessments of the students’ academic preparedness, the Academic Mentor might offer students specific tutorial courses or other online resources to build a more solid base to complete said project.
3. **Research Mentoring:** The Academic Mentor will track students’ progress in the entire mentoring period, offer guidance and institutional support if applicable and necessary, and familiarize students with research methodologies. It should be noted that the Academic Mentor should have a clear and long-term plan for the final presentation/deliverables of the student’s research after consultation with the coordinator and the counseling team.

**Basic Application Requirements:**

1. Applicant will at a minimum be a Ph.D. student in accredited US universities; post-docs and professors are also encouraged to apply.
2. Excellent academic performance, prior mentorship experience preferred.
3. Well versed in research methodology in his/her field and extensive research experience.
4. Preference given to bilingual candidates (Mandarin Chinese and English).
5. 6 months minimum time commitment with bi-weekly follow-up.
6. Highly organized and responsible.
7. Excellent communication and interpersonal skills.
Student Mentor Job Description

Job Title: Student Mentor Job Description

Objective:

To help the student build his/her resume and enhance his/her overall competitiveness in the college application process by sharing the Mentor’s own knowledge and experience.

Job Summary:

The Student Mentor will serve as a part of the “Early Stage Planning” team for Ivy Labs Education, providing online mentoring services to students on college application and high school activities planning. This position will work closely with Ivy Labs’ Senior Counselors in developing an overall strategy for our students. Under the guidance of a Senior Counselor and with input from the students, each Student Mentor will be assigned to students whom we deem a good fit. He/she should report the process of mentoring directly to the program coordinator and the counseling team.

Responsibilities:

1. **Academic Mentoring:** The Student Mentor should be familiar with each student’s background and his/her current study and application plans. In accordance with the overall team strategy, the Mentor will offer advice on course selection, APs, etc.
2. **Extracurricular Mentoring:** Based on the student’s interests and the mentor’s own experience, the Mentor should help students determine activity groups to enhance their overall application.
3. **School Culture:** As an accepted student in this college or university, the Mentor will to share his/her understanding of college life and school culture, in order to help students know the school beyond its ranking. In this way, students will also have a clearer idea of activity arrangements to better fit their dream school.
4. **Interview Preparation:** If the student is already in the process of application, the Mentor will share his/her interview experience with students to help them be better prepared.
5. **Planning and Organizing:** All the tasks described above should be consistent with agreed general strategies for students. The Mentor should develop clear goals and adjust priorities as required.

Competencies:

1. Been accepted into one of the Ivy Leagues schools or other comparable top colleges in the U.S.
2. Excellent academic performance: high GPA, SAT and TOEFL (if applicable) scores in addition to other notable accomplishments.
3. Excel in at least one extra-curricular activity.
4. Be highly organized and responsible.
5. Excellent communication and interpersonal skills.
6. Passion for education.