



Essay Specialist

FULL-TIME CONTRACT

REMOTE

Do you love storytelling and want to make a lasting impact on students' lives? Vanguard College Prep is seeking full-time Essay Specialists to help high schoolers craft authentic, powerful application essays. Our specialists don't just edit words — they shape futures. With competitive pay, comprehensive benefits, and a collaborative culture of top-tier educators, this is a chance to grow with a company that values both excellence and balance.

As an Essay Specialist, job description:

- Provide asynchronous revision and feedback to high school students on their application essays
- Work on a project basis on both narrative and supplemental essays
- Collaborating with teams to provide in-depth feedback on essay drafts, conducting any necessary editing work along the way.
- Model professionalism and strong organizational skills by managing students' production schedules, communicating with team members in a timely manner, and tracking/logging hours worked.
- Work **Fixed Flex Schedule with Core Hours**.

Requirements:

- Bachelor's degree or higher from **US schools**
- Ideally a minimum of 2 years of **editing experience, preferably in college admissions**.
- Strong editing skills and mastery of the English language
- Access to a reliable internet connection and a private workspace without noise or distraction

The ideal candidate will also possess some or all of the following:

- Graduated from a top 50 University.
- A degree in a communication-based field (English, Language Arts, Journalism, Creative Writing, Publishing, Anthropology, Public Policy, etc.)
- Experience tutoring high school and/or college-aged students in writing.
- Editing experience, especially in positions that require heavy editing to meet organizational standards.
- Experience in the college preparation service industry.
- Experience instructing remotely, using tools such as Google Workspace, Dropbox...etc.
- Strong organizational skills and the ability to multitask, balance multiple deadlines, and take responsibility for students' progress.

Why you want to be an Essay Specialist with Vanguard College Prep:

- Your feedback won't just polish essays — it will help students discover their authentic voice and gain admission to schools that change their lives.

- As Vanguard continues to expand, we offer opportunities to take on leadership roles, train new specialists, and contribute to innovative writing curriculum development.
- Distinctive and individualized approach to creative writing and expression with a strong track record of producing top-tier written work.
- Elite team of instructors, counselors, and specialists from top universities across the nation who are passionate about fostering student success.
- Join a tight-knit team of educators who share resources, celebrate wins, and support each other through ongoing professional development and mentorship.
- Quickly-growing start-up environment that emphasizes creativity, collaboration, and mentorship.

Compensation:

- Starting Pay: **\$22.00 – \$25.00** per hour depending on education, experience, and skill
 - Remote work
 - Flexible Schedule
 - Professional development opportunities

About Us:

At Vanguard College Prep, we guide ambitious high school students toward achieving their college and career goals. We specialize in personalized admissions counseling, standardized test preparation, and long-term academic mentoring for families who expect the highest standard of service. Our mission is to empower students to reach their full potential by helping them navigate the increasingly competitive U.S. and international admissions landscape.

To apply, kindly email your resume to recruit@vanguardcp.com