

JOB DESCRIPTION: GO BEYOND PROGRAM MANAGER

LAST REVIEWED: September 2025

VALID: 2025-27 School Years

JOB POSITION: Go Beyond Program Manager

REPORTS TO: Director of College Counseling Department

WORKS WITH: Executive Secondary School Principal, IBDP and MYP Coordinators, SI Department, College Counselors, subject teachers and other relevant stakeholders

OVERVIEW OF PURPOSE

Provide support to the College Counseling Department of the Secondary School division at Daystar Academy in the implementation and management of Daystar's Go Beyond Program (hereinafter referred to as "GB") for achieving high school students with the goal of admissions into Ivy League+ universities.

Under the guidance of the Director of College Counseling:

- Provide college counseling services to high school students as required
- Implement programming to enhance and support GB students
- Bring in external resources that would be beneficial for the GB students' college application
- Develop and update grade-appropriate co-curricular plans for each student
- Advocate for students schoolwide
- Address issues related to student achievement with teachers, IB DP and MYP Coordinators and Executive Principals.

SUCCESS BENCHMARK: Number of Ivy League+ offers received

RESPONSIBILITIES AND DUTIES

- Research and bring in external resources that contribute to the success of the students' applications, such as standardized testing preparation, research opportunities, or relevant deep experiences.
- Coordinate with IBDP and MYP Coordinators, SI Department, teachers and Secondary School Principal, College Counselors and other relevant stakeholders to ensure benchmarks are met and initiatives are successful.
- Maintain shared database of GB student activities as well as academic achievements and identify gaps.
- Join College Counseling meetings with GB students and parents, take notes and implement strategies discussed.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree (required)
- US or UK undergraduate or graduate degree
- US or UK university admissions or college counseling experience
- Strong communication skills including the ability to challenge others with respect
- Strength of will, determination and grit
- Familiarity with world class science, math, writing, humanities, art, music, social sciences and other academic competitions and summer programs or other activities
- Written and spoken fluency in Chinese (Mandarin) and English
- Ability to work some evenings, weekends and holidays as needed to achieve success