WORK VAPOR

Job Link: https://workvapor.in/jobs/academic-writer-%e2%82%b930000-monthly-remote/

ACADEMIC WRITER – ?30,000 MONTHLY REMOTE

BASE SALARY

INR 20000 - INR 30000

DESCRIPTION

Job Role: Academic Writer – Remote

Company: Muthuveni Veni Edu Consult
Job Type: Full-Time
Work Mode: Remote / Work From Home
Location: Remote
Salary: ?20,000 – ?30,000/month
Experience: 1+ Year Required
Education: Bachelor's Degree Required
Languages: English & Tamil Required; Telugu Preferred
Industry: Education / Academic Consulting

HR Contact: Muthuveni Veni Edu Consult
Email: taiwaneduconsult@gmail.com
Application Subject: Application – Academic Writer
Application: Send your resume and writing sample

Muthuveni Veni Edu Consult is looking for a **detail-oriented Academic Writer** to create high-quality academic documents and support students with their education and university application needs.

The selected candidate will work on academic writing, student counselling, application guidance, and follow-ups. Strong English writing skills, good communication, and knowledge of higher education pathways are required.

Key Responsibilities

- Write and edit **Statements of Purpose (SOPs)**.

HIRING ORGANIZATION

Muthuveni Veni Edu Consult

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

- Prepare study plans, autobiographies, and letters of recommendation.
- Provide one-to-one academic counselling.
- Understand students' backgrounds, interests, and career goals.
- Help students set academic goals.
- Develop personalized academic roadmaps.
- Guide students on admission requirements and program options.
- Explain application procedures for target institutions.
- Organize and participate in educational fairs, workshops, and webinars.
- Coordinate with internal teams on curriculum and admission updates.
- Track student application progress.
- Provide timely follow-ups and support.
- Maintain accurate and confidential student records.

Requirements

- **Bachelor's degree in English, Communications, or a related field.**
- Strong written and spoken English.
- Excellent grammar and professional writing skills.
- Good email drafting skills.
- Knowledge of academic writing.
- Familiarity with higher education and admission processes.
- Understanding of career counselling techniques.
- Empathetic and student-focused approach.
- Good organizational and time-management skills.
- Ability to manage multiple student cases.
- Good coordination with students, parents, and academic staff.
- **Minimum 1 year of relevant experience required.**
- **Tamil language is required.**

Preferred Skills

- Academic writing experience.
- Study abroad consulting experience.
- Education advisory experience.
- Knowledge of international university applications.
- Familiarity with universities in **Taiwan, UK, Canada**, and other countries.
- LinkedIn and social media content knowledge.
- Digital marketing experience in the education sector.
- Telugu language knowledge is preferred.

Key Skills

- Academic Writing
- SOP Writing
- Study Plan Writing
- University Applications
- Academic Counselling
- Career Guidance
- Professional Email Writing
- Editing & Proofreading
- Student Support
- International Admissions
- Communication Skills

How to Apply

Send your **updated resume and a writing sample** to:

Email: taiwaneduconsult@gmail.com
Subject: Application – Academic Writer