

JOB TITLE: COLLEGE GUIDANCE COUNSELLOR

Reports to: Principal / Head of School

ABOUT

RD American School partners exclusively with Riverdale Country School - one of America's top-ranked private schools. We are more than an educational institution — we are an accelerator of learning. Our approach is grounded in cognitive science and modern pedagogy, empowering students to thrive in a complex, fast-changing world.

ROLE

The College Guidance Counsellor is responsible for leading and delivering a comprehensive, high-quality college and career guidance program for students and families. This role requires deep expertise in international university admissions, a proven leadership background in top-tier international schools or universities, and extensive experience in supporting students throughout the application and selection process for highly selective global institutions. The counsellor serves as a strategic advisor, mentor, and advocate for students while maintaining strong relationships with universities worldwide.

JOB RESPONSIBILITIES

Student & Family Guidance

- Provide individualized, strategic college counselling to students and parents, including academic planning, extracurricular positioning, and application strategy.
- Guide students through all aspects of the admissions process: university research, course selection, standardized testing, application timelines, essays, interviews, and financial aid where applicable.
- Advise families on global higher education pathways (US, UK, Canada, Europe, Asia-Pacific, and other destinations).

Leadership & Program Development

- Lead or significantly contribute to the development, implementation, and evaluation of the school's college guidance program.
- Mentor and support junior counsellors or guidance staff, setting best practices and ensuring consistency and quality.
- Develop and deliver workshops, seminars, and information sessions for students, parents, and staff.

University & External Relations

- Build and maintain strong relationships with admissions officers at top international universities.
- Represent the school at university fairs, conferences, and professional guidance networks.
- Host university representatives and coordinate campus visits (virtual and in-person).

School Collaboration & Administration

- Collaborate closely with academic leadership, teachers, and pastoral teams to support student success.
- Prepare and submit school documents, transcripts, recommendations, and institutional profiles.
- Track student outcomes, admissions data, and trends to inform strategic planning and reporting.

REQUIREMENTS

- Experience in K-12 college admissions guidance within the context of a school or formal consulting role.
- Minimum of PhD or master's degree and familiarity with the landscape and trends in higher education.
- Exceptional interpersonal, advising, and communication skills with a particular emphasis on writing and public speaking.
- Strategic thinker with strong organizational and data-analysis abilities.
- High level of cultural competence and experience working with diverse, international families.
- Professional discretion, ethical judgment, and student-centred mindset.
- Ability to manage multiple deadlines in a high-pressure academic environment.
- Strong commitment to professional ethics and safeguarding standards.
- Adaptable to a fast-paced international school environment.

At RD American School, you'll be part of a forward-thinking team shaping the future of education. You'll have the opportunity to innovate, lead, and make a meaningful impact on learners and families across the region.