



AIGLON
Switzerland

Job Description

Job title: College Counsellor

Responsible to: Director of College and Career Counselling

Aiglon College is an international boarding school based in the Swiss Alps with a worldwide reputation for providing a challenging holistic education in an inspiring setting within a safe, caring and supportive framework. The School is CIS accredited, and caters for 375 students aged 9-18 representing 64 nations. Students prepare for IGCSEs and the IB Diploma Programme.

The school wishes to appoint, for late August 2020, a **College Counsellor**. The ideal candidate for this position would be an experienced counsellor with 8 to 10 years or more experience, bringing expert knowledge of university and college application procedures in North America, the United Kingdom and throughout the world. The job description and final job title might vary depending on the work experiences of candidates.

The position will require offering students personalized guidance on career aspirations, university applications, personal statement writing, interviewing, standardised testing strategies, financial aid, and more. The College and Career Counselling department is currently comprised of a Director, Assistant Director, Oxford/Cambridge Counsellor, and Coordinator.

COUNSELLING RESPONSIBILITIES

- Work in partnership with the department to build and maintain a comprehensive college guidance programme
- Develop positive and trusting relationships with Aiglon students in the senior school through personal meetings
- Attend and present alongside other counsellors during multiple application workshops for Years 10-13
- Guide students in the preparation of applications to the highest quality (essay writing process, CVs, application forms)
- Stay professionally up-to-date on university admission policies, procedures and expectations for entry to schools around the world (predominantly in the US, UK, Netherlands, Switzerland, France, Germany, Spain and Italy)

- Write detailed and comprehensive letters of recommendation and UCAS references for assigned students
- Manage online platforms and data management systems for research and electronic submission of application documents
- Assist Year 11 students and Studies office with IB course selection process
- Maintain a current understanding of scholarship and financial aid opportunities for international students abroad
- Meet with university representatives visiting Aiglon
- Foster and maintain positive relationships with university representatives around the world, in particular with universities that are of keen interest to the Aiglon College community
- Attend the annual CIS Geneva College Fair with the Year 12 students, held each Autumn term
- Attend CIS (November in Europe) and IACAC (July in North America) annual conferences for continued professional development and networking attending additional conferences is possible
- Organising university tour programmes in the US and UK

COMMUNICATION

- Attend and present at Parent/Teacher Conferences with information regarding our programme for university guidance and placement, and answering any questions or concerns they may have
- Maintain open communication lines with students, parents, teachers, prospective families (via email, phone and in-person meetings)
- Assist the Careers and Studies offices with July IB results and communicate with families as needed regarding issues with university options
- Assist with writing articles for Aiglon publications regarding department programme and university search process
- Promote Aiglon College's educational and IB program