

Job Title: College Counselor

Position Summary

We are seeking an experienced and results-oriented **College Counselor** to guide students and families through the academic and college admissions process. The ideal candidate will provide expert support, ensuring students achieve admission to top universities worldwide, particularly in the USA and Europe. This role also involves consulting with parents and delivering seminars to enhance the college readiness journey.

Key Responsibilities

Engagement and Student Development

- Promote the IB mission and the school's core values, fostering a culture of global citizenship and achievement.
- Mentor students to set and achieve ambitious academic and personal goals aligned with their college aspirations.
- Support students in both curricular and extracurricular activities, including their CAS (Creativity, Activity, Service) projects.
- Guide students in aligning their IB Diploma or Course selections with university requirements.

College Counseling and Planning

- Develop and implement personalized college plans for students, including academic and extracurricular recommendations, course selection, and IB Extended Essay guidance.
- Provide hands-on support with college applications, essays, resumes, and other required materials.
- Maintain strong relationships with university admissions offices, particularly in the USA, to support successful student placements.

Parent Collaboration

- Conduct regular consultations with parents to discuss their child's progress and college plans.
- Organize seminars and workshops for families on topics such as university selection, financial aid, and navigating the college admissions process.
- Act as a liaison between the school, students, and parents to ensure alignment and support throughout the college planning process.

Admissions Testing and Research

- Advise students on standardized tests (SAT, ACT, TOEFL, IELTS), including preparation strategies and registration.
- Stay informed about global college admissions trends, particularly in the USA, and maintain a comprehensive database of university programs, requirements, and scholarships.

Financial Aid and Scholarships

- Guide students and parents through financial aid options and scholarship applications, including support for FAFSA, CSS Profile, and other regional funding processes.

Interview and Campus Visits

- Conduct mock interviews and prepare students for university admissions interviews.
- Organize and facilitate college fairs, university presentations, and campus visits to expose students and families to a range of higher education opportunities.

What We're Looking For:

Education and Experience

- A Bachelor's degree in Education, Psychology, or a related field (Master's degree preferred).
- Proven experience in college counseling with a strong track record of successfully placing students in USA and European universities.

Skills and Attributes

- Expertise in college admissions processes, particularly for USA universities.
- Strong communication and interpersonal skills to effectively engage with students, parents, and educators.
- Experience conducting parent consultations, seminars, and workshops.
- Proven ability to empathize with students and provide tailored guidance.
- Exceptional organizational skills to manage multiple student portfolios and deadlines.

Recruitment process:

- Panel Interview with the Head of School, DP Coordinator, and Employee Success Manager (45 minutes).
- Interview with a school advisor (20 minutes)
- Final Interview with the Founder and CEO (20 minutes).

Additional Opportunity: House Parent Role

This position includes the possibility of taking on additional responsibilities as a House Parent in our Boarding House. Teachers who assume this role will have the unique opportunity to reside in an apartment on the Boarding House premises.

House Parent Responsibilities Include:

- Ensure the safety, wellbeing, and pastoral care of boarding students.
- Supervise daily routines, including meals, study, and bedtimes.
- Build positive relationships and provide mentorship to students.
- Organize and oversee recreational and community-building activities.
- Maintain communication with parents and school staff regarding student welfare.
- Uphold and enforce boarding house rules and policies.
- Ensure a safe and inclusive environment for all borders.