



University Guidance Counsellor

Shawnigan Lake School is a leading independent co-educational boarding school for ages 13-18 (grades 8-12) on Canada's beautiful west coast. Our world-class facilities situated on a stunning 270-acre campus include eleven boarding houses, an observatory, salmon hatchery, rowing crew house on the lake, state of the art Learning Commons and Library, recording studio, and robotics lab. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

For more information, explore our [Shawnigan at a Glance](#).

Shawnigan provides academic ambition to develop a culture of collaboration, independence and resilience in our students through educators and peers who inspire our students to embrace a love of learning by challenging them to solve problems critically and creatively.

Staff endorse our School's values (Curiosity, Compassion, Community and Courage) and are deeply committed to our mission: Spark Minds, Kindle Hearts, Forge Futures.

Shawnigan is always looking for outstanding, worldly and world-class, diverse, and ambitious educators inspire our students and to model our three pillars of Academic Excellence, Co-Curricular Distinction and Student Life Unparalleled. As a teacher at Shawnigan, you will contribute to all facets of life on an international boarding school campus with 85% of our students as full-time boarders, representing thirty different countries from around the world.

We offer a competitive compensation package and a nurturing, family-friendly workplace. On-campus housing may be available.

This is a maternity cover contract for a duration of 12-18 months. The preferred start date for this position is March 2021, however, an August 31, 2021 start date may be considered.

JOB DESCRIPTION

UNIVERSITY GUIDANCE COUNSELLOR

The role of the University Guidance Counsellor is to help prepare, guide and support Shawnigan Lake School students for their future academic and personal plans after graduation. To this end, this position will work with all aspects of the School to ensure that our students have the information, resources and opportunities to create a post-secondary plan that it is suited to each student's needs, wants and future goals.

ROLES & RESPONSIBILITIES

Reporting to both the Assistant Head – Academics and the Director of University Guidance, the University Guidance Counsellor is expected to:

- Help develop the university application process for SLS students;
- Provide to students and families advice, assistance, and resources relating to university and scholarship applications;
- Support students with standardized university admissions testing and requirements, supplementary applications, and university program planning;
- Help to determine the passions, values, and interests of students to provide a well-balanced approach to academic and university planning;
- Organize and implement workshops, written materials, and website information throughout the year on topics relating to university admissions;
- Meet with university admission representatives and facilitate meetings with representatives and students;
- Work closely with other guidance staff and academic teachers to develop guidance curriculum as it relates to university applications and student success.

Guidance staff are also expected to be involved in the full Shawnigan program outside of the classroom:

- Carry assigned load of classes while meeting all of Shawnigan's prep, planning and reporting protocols as expected in the teaching profession;
- Collaborate with fellow department members and across departments to design and deliver content that challenges our students and prepares them for their post-secondary pathways;
- Be available to support students in their learning through tutorials or enrichment opportunities;
- Be involved in the full Shawnigan program and the delivery of "The Shawnigan Journey."

REQUIREMENTS

- Bachelor's Degree (Master's Preferred);
- Experience with Canadian, US and UK university admission policies and practices an asset;
- Experience assisting high school students with university and scholarship applications;
- Administrative experience working directly with students at a university or high school environment;
- Certification to teach in BC or the ability to gain certification by March 21, 2021 or August 1, 2021 an asset;
- Experience with teaching Career Education;
- Strong interpersonal and communication skills and the ability to build relationships with students, families, colleagues and university representatives;
- Ability to facilitate delicate conversations with honesty, tact, and a positive perspective;
- Strong research and organizational skills and a commitment to on-going professional development.

NEXT STEPS

To apply, please send a resume and cover letter expressing your interest to the attention of Craig Brown, Director of University Guidance, via email at hr@shawnigan.ca.

Those who are brought forward into the interview process will receive further details about compensation, benefits and the duties and expectations of a full-time Shawnigan teacher.

We ask you to please provide references at the shortlist stage of the recruitment process.

Competition closes when filled.

