



Job Description: College Counselor

General Purpose

The International Division uses American based curriculum and terms. It is paramount and expected that all employees from all countries follow this curriculum as discussed in faculty training sessions. During the Employment Period, the Employee shall devote sufficient time and effort to fulfill his duties and complete the education plan approved by the Employer.

Main Job Tasks and Responsibilities

The Employee will report directly to the MS/HS Principal. The employee's duties will include, but are not limited to, the following responsibilities:

- Advise students and parents about course choice in the High School and the relationship of course choices to college admissions
- Advise students and parents about the college application process and provide regular and consistent guidance throughout the process
- Be familiar with standard tools of college counseling: the Common Application; the SAT, ACT, and other admissions tests; the recommended standardized testing calendar; familiarity with the application processes of non-US university systems is also expected
- Be familiar with the Advanced Placement program and how it relates to college admissions
- In consultation with the Director of College Counseling, deliver the 4-year college counseling curriculum to grade 9-12 students
- In consultation with the Director of College Counseling, create and update college counseling documents such as student and parent handbooks, transcript, school profile, and so on
- Cultivate relationships with university systems in the US and other destination countries (UK, Canada, Australia, etc.); visit college and university campuses; host college representatives at our school
- Participate in all parent and student events related to college counseling
- Train and support teachers in writing letters of recommendation

Qualifications

- Minimum 3 years' experience in college counseling
- Experience in China highly desirable

