

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	University Guidance Counselor	Reference: 211020
Function/Department	Academic	Location: Hong Kong
Manager Title	Head of School and Principal(s)	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

The role of the University Guidance Counselor is to advise students and parents through the university application process and provide guidance on their academic plans in relation to their future post-secondary goals.

Responsibilities

The Secondary Counselor reports to the Secondary School Principal and is responsible for administering all aspects of the university search and admissions process, including the following:

- Educating students and parents about universities, the university admissions process, trends, procedures, and testing; advising and supporting classes of 30-50 seniors and families as they go through the process; and helping students and families aspire realistically and choose wisely
- Meeting with juniors and seniors, individually and in groups, to talk about process and individual university choices
- Advising 9 and 10th graders on curricular choices, as needed, and working with students to understand university admissions for different educational systems, especially aspects unique to them
- Meeting with new students and families in Grades 9 and 10 to discuss course choices and develop schedules
- Meeting with all university admissions representatives who visit our campus and facilitating virtual and face-to-face meetings/fairs between university representatives and our students. The University Guidance Counselor also serves as a liaison with Admissions Team throughout the year
- Compiling an annual Profile of the School, as well as information on grade distributions in junior and senior courses and courses offered at our school
- Working with the registrar to maintain records on seniors, including GPA's and transcripts
- Writing an official school recommendation for each senior. To do so, the Counselor gathers information from parents, teachers, school records, and students themselves. The University Guidance Counselor also completes all School Report and mid-year report forms requested by colleges, including evaluations of students
- Administering the University Counseling Office budget and purchasing, maintaining, and sharing information on university, university guides, scholarships, financial aid, and paying for college
- Keeping parents informed through a weekly newsletter, and in letters about test dates, virtual events, local college events, and financial aid
- Keeping track of admission decisions, statistics, and providing data to the Head of School for Report purposes
- Making informational presentations to parents, such as the annual presentations to parents of 9th graders.
- Being aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: the College Board, International Association of College Admissions Counselors (IACAC), ACT, and other organizations; representing the school at relevant conferences and events
- Maintaining and disseminating information about standardized tests such as SAT, ACT, and TOEFL, helping to administer PSAT, ACT exams, and working with the Academic Support Team to arrange for or extended time on these tests, as warranted; will also be expected to support in proctoring pre-university testing
- Additional duties such as morning and/or afternoon student monitoring duties, and others as requested by the Secondary School Principal

Position Requirements

- Excellent written and verbal communication skills
- Strong organizational ability and the ability to meet deadlines
- Experience in university admissions or high school college counseling and understanding of admissions for educational systems around the world is a major plus
- Understanding of International Baccalaureate Diploma (IBDP) preferred
- Strong interpersonal communication and organizational skill

- Familiarity with the goals, objectives, and mission of an independent college preparatory school
- Ability to respond effectively to the needs of a diverse and demanding student and parent population
- Knowledge of colleges, their academic programs, admission policies, and financial policies and procedures

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required
- Master's degree in relevant field preferred

Contacts

- Other Stamford Teaching and Non-Teaching Staff
- Parents and Students
- PSA

Working Conditions

- School Environment

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.