



## Job Description

We believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this job description is designed to outline primary responsibilities but not limit the employee nor the School to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

<b>Department</b>	Secondary
<b>Position Title</b>	University Counsellor
<b>Line Manager</b>	Head of University Counselling
<b>Duties</b>	<p>The University &amp; Guidance Counselling department at NKCS aims to educate, expose and advise students and parents on higher education opportunities in countries and regions around the world, help students embark on a journey of self-discovery, introduce students to university options that suit their interests, personality and abilities, and individually guide each student to navigate through the entire university application process to best prepare them for university success.</p> <p>In accordance with NKCS's educational mission of creating a world-class learning community that maximizes each student's lifelong learning potential, the University &amp; Guidance Counselling department holds a strong belief that attending a high-ranking university is not and should never be the sole focus of a student's journey. There is no fixed application pathway that suits the needs of all students. The process of selecting a college is very personal and unique; it requires a degree of self reflection on the part of students and their parents. We encourage students to take the initiative to reflect on their goals, potential, interests, and strengths in deciding their post-secondary education. We aim to not only guide and support the college application process; but to also develop the "whole" student by instilling 21st century skills and global citizenship.</p> <p>The college application process is filled with challenges, opportunities, and significant decisions. It can be an overwhelming yet exciting process. Counsellors are dedicated to providing excellent support for each student, helping them to unleash their full potential and achieve their individual goals.</p>



<b>Requirements</b>	<ol style="list-style-type: none"><li>1. Strong oral and written communications skills in Chinese and English</li><li>2. Knowledge and experience of working with students applying to American universities, including the university admissions process.</li><li>3. Demonstrable success in assisting with admission to top US or UK universities, best practice in career counselling, and familiarity with colleges and universities in the US, UK and elsewhere</li><li>4. Solid organizational skills, including the ability to work efficiently in a multi-task environment</li><li>5. Discretion and confidentiality at all times</li><li>6. Good attitude to work, sense of initiative, strong responsibility, and trustworthiness.</li></ol>
<b>Responsibilities</b>	<p>In order to achieve these goals he/she will be required to:</p> <ol style="list-style-type: none"><li>1. Educate students and parents about universities, academic majors &amp; programmes, the admissions process, trends, procedures, and admission testing.</li><li>2. Provide a personal counselling service for students which should include advice on academic pathways.</li><li>3. Encourage admissions representatives to visit the campus and facilitate meetings between university representatives and our students.</li><li>4. Liaise with the counsellors' administrator to maintain accurate and up to date records on students, including external exam results, internal Progress Report data and transcripts.</li><li>5. Write an official school recommendation or reference for each student in their last year.</li><li>6. Coordinate and deliver careers counselling lessons as needed.</li><li>7. Assist in coordinating Careers Day events.</li><li>8. Keep teachers informed of the university application process and the tasks expected of them.</li><li>9. Co-ordinate the online application process and applications and preparation for universities worldwide.</li><li>10. Support the clearing and final admissions process for students during the summer and organise any remarks.</li><li>11. Contribute to the school newsletter and website as appropriate to keeps parents informed of test dates, local college events, and financial aid, etc.</li><li>12. Coordinate the annual update of the school profile and other relevant publications.</li><li>13. Coordinate events and programming for students &amp; parents</li></ol>



	<ol style="list-style-type: none"><li>14. Maintain an accurate and up to date record of admission decisions, statistics, and relevant data.</li><li>15. Submit a progress report to the School Leadership Team as required.</li><li>16. Liaise with University Counsellors from across the network of Schools to improve provision and best practice.</li><li>17. Disseminate information about standardized tests and help to administer university related exams.</li><li>18. Contribute fully to the wider life of the school and to the co-curricular activity programme.</li><li>19. To undertake any reasonable request made by the line manager that ensures consistent delivery of service to the School.</li></ol>
<b>Develop supportive and safe learning environments</b>	Our employees are committed to safeguarding and to promoting the welfare of children and young people. They ensure a secure, stimulating and well managed learning environment that promotes a sense of safety, support and wellbeing.