

JOB DESCRIPTION

College Counsellor

The College counsellor will organise and oversee all aspects of the career exploration and college admissions under the guidance of the Head: Student Advancement Cell in

- Creating a culture of academic excellence and self-directed learners who take charge of their application process.
- Achieving the SAC's mission to support all students in the areas of academic achievement, personal/social development, choices and career development

The College Counsellor works closely with members of the Student Advancement Cell, Programme Coordinators, Teachers, and external consultants

Reporting to: Head – Student Advancement Cell

Overall responsibilities

- Plan, design and provide structured career and college counselling support to all students from grade 9 to 12
- Coordinate the internal college admissions process and external consultants
- Consult with AD - SAC regarding department goals
- Maintain relationships with the admission representatives and be an advocate of students at colleges and universities
- Communicate with parents and students regarding the college admission process and have the overall responsibility for preparing and sending college applications
- Work with faculty to integrate college-related skills (i.e., essay writing, interviewing, etc.) into regular curricula.
- Attend and contribute to SAC and programme/grade level meetings
- General administrative duties such as maintaining databases and records of students.
- Assist in operational plans and perform related duties as assigned
- Provide regular report to the AD: SAC on the overall programme and individual students

Specific responsibilities:

- **College Counselling**
 - Provide college counselling to students
 - Plan the college guidance process, and deadlines in consultation with the AD: SAC and programme coordinators
 - Plan, arrange and coordinate the college admissions visits for parents and students
 - Build and maintain relationships with admission professionals
 - Maintain upto date contact details of college admission professionals

- Coordinate information about visits, deadlines, college fairs both internally (students and parents) externally on social media
 - Guide students in understanding and using Cialfo
 - Maintain relevant school records such as transcripts, report cards, high school profile
 - Educate parents about the college admission process.
 - Coordinate and manage online college meetings. Follow up as appropriate by email and/or Zoom/Teams
 - Meet with students and parents individually and as a group to guide them through the college application process -
 - Reviewing Essays
 - Reviewing university lists
 - Coordinating with teacher's for LOR's
 - Reviewing final applications
 - and timely submission of applications
 - Monitor individual student progress through out the process
 - Handle all queries by parents and students on the application process.
 - Maintain a strong knowledge of colleges and universities. Stay current on high education changes
-
- **Career Counselling**
 - Plan and administer group career guidance sessions
 - Conduct individual and group guidance sessions to help students make informed career decisions
 - Determine appropriate, aptitude and interest assessments required to assist students in career decisions
 - Analyse and interpret career assessment results and incorporate them in career counselling sessions
 - Plan and conduct career talks and career fairs by experts
 - Develop partnerships with organisations for job shadowing for students
 - Coordinate and run all College Board Exams in schools - SAT, PSAT, NMSQT & AP Exams
-
- **Professional Development:**
 - To foster own professional development through self directed professional reading, developing professional contacts, attending professional development courses and training as directed