

## **JOB DESCRIPTION**

### **Career Counsellor**

The Career 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 Career 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 Head - 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 Head: 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 Head: 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 throughout 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 CollegeBoard 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