



POSITION DESCRIPTION: College Counselor

REPORTS TO:

Academic Principal

EMPLOYMENT GOALS:

The College Counselor plays a central role in guiding students through the university admissions process, with a particular focus on applications to highly selective U.S. universities. The counselor provides individualized guidance, workshops, and parent engagement to support students in developing strong academic and extracurricular profiles, and in submitting applications that reflect their unique strengths and aspirations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide individualized counseling to students in Grades 9–12 on academic course selection, extracurricular planning, and long-term goal setting.
- Guide students through all aspects of the university admissions process, including essays, recommendation letters, standardized testing strategies, and interview preparation.
- Maintain current knowledge of admissions trends and policies at highly selective U.S. universities, as well as other global destinations.
- Communicate regularly with parents regarding admissions strategies, requirements, and student progress.
- Organize workshops, seminars, and parent information sessions on topics such as selective U.S. admissions, financial aid, and application strategies.
- Act as the school's representative in networking with university admissions officers, hosting visits, and building institutional relationships.
- Collaborate closely with faculty to ensure accurate and supportive teacher recommendations.
- Partner with the leadership team on curriculum alignment and academic programming that prepares students for competitive global universities.
- Contribute to the school profile and official documents submitted with university applications.

QUALIFICATIONS:

1. Bachelor's degree required; advanced degree in Education, Counseling, or related field strongly preferred.
2. Minimum of 5 years of college counseling experience, with a proven track record of guiding students to highly selective U.S. universities.
3. In-depth understanding of U.S. admissions processes, including holistic review, essay expectations, and extracurricular evaluation.
4. Experience working in an international or private school context and familiar with AP curriculum.
5. Strong cross-cultural communication skills and sensitivity to diverse student backgrounds.
6. Excellent organizational skills, attention to detail, and ability to manage multiple priorities.
7. Professional affiliations with organizations such as NACAC, IACAC, etc.
8. Ability to work collaboratively in a team environment.
9. Educational philosophy that aligns with THIS's core values: wellbeing, integrity, innovation, respect, collaboration and leadership.