

Universities Guidance Counsellor

Job Description

Role Summary	To provide University Guidance Counselling for 256 students who live and study at Li Po Chun United World College of Hong Kong.
Main Accountabilities	<p><u>University Counselling and Placement:</u></p> <ul style="list-style-type: none"> • Offer full support to the graduating students (more than 120 annually) with their applications to universities in many countries. Maintain a comprehensive set of resources to provide all the information necessary for students to make intelligent choices about universities and meet deadlines. • Promote the College at University fairs and special functions held in Hong Kong, and to establish personal links with selected admissions officers at Hong Kong and overseas universities. • Locating and publicizing scholarships to assist students who otherwise would not be able to gain access to high quality university education. <p><u>Specific duties:</u></p> <ul style="list-style-type: none"> • Brief first year students about the process of applying for university; • Provide information to Hong Kong based parents about the university application process; • Provide feedback to students (and parents where deemed appropriate) on what the College considers to be appropriate university choices; • Ensure every student has the opportunity to have a personal interview with the Universities Guidance Counsellor; • Responsible for the visits of University Admissions Officers; • Responsible for the preparation of testimonials; thorough proof reading of student transcripts, and oversee the collation of university applications; • Inform academic staff about their role in supporting the university applications process; • Co-ordinate the registration and on-site conduct of SAT testing days at appropriate times, and conduct SAT preparation sessions as necessary; • Coordinate the Mentor Programme with the UWC Graduates Organisation.
Typical reporting relationship	Director of Student Welfare
Development / Training to support role competencies	<p><u>Development activities</u> To be negotiated as part of the performance management process.</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan.</p>
Notes:	<p>The working hours will be most likely between noon and 21.00 when the students are in session. This maximizes the opportunity the Counsellor can meet with students.</p> <p>Administrative support is provided for the University and Guidance Counsellor.</p>

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Job Specification

Minimum typical education	University Graduate
Minimum typical experience	Minimum 3 years of University Guidance Counselling
Core Professional / Technical competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> ◆ Very good knowledge of Higher Education requirements around the world, particularly the USA, UK, Hong Kong, Canada and Australia. ◆ Ability to contact and communicate with Higher Education institutions worldwide and organize meetings and presentations. ◆ To be able to write strong college recommendations in English for students that are tailored to the needs of the university the applicant is applying. ◆ To be able to effectively conduct guidance interviews with students. ◆ Ability to communicate effectively, in person and in writing, particularly to parents. ◆ Good presentation skills, particularly to students and parents. ◆ Strong organizational and management skills. ◆ Ability to work cooperatively in a team and motivate team work. ◆ Strong inter-personal skills. ◆ Share the vision and values of the UWC movement.
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> ◆ Engaging and confident personality. ◆ Positive can-do attitude. ◆ Ability to network and influence at the highest level. ◆ Able to handle sensitive and confidential information tactfully and with integrity. ◆ Excellent time management, organisational and prioritization skills with the ability to juggle a wide range of competing demands and deliver to deadlines.