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**OYIS highly values the safety and wellbeing of our students. All employees are expected to take Child Protection training as provided by the school. Background checks are also conducted on all adult employees and volunteers of the school.**

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## College Counselor

### Role Summary

The college counselor is responsible for providing MYP and DP students with information, support, and advice about career and college pathways. The ideal candidate will demonstrate multicultural competency, international mindedness, and a strong understanding of IB Standards and Practices. They should also possess a deep understanding of the nuances and complexities of the overseas college admissions process. Leadership qualities commensurate with the position and a highly collaborative approach are essential, as the counselor will guide students through the college application process while fostering their growth in alignment with the school's values and the IB mission. This role comes with a light teaching responsibility.

### Requirements:

- **Bachelor's degree** in education, psychology, counseling, or a related field. A master's degree in school counseling, higher education, or a similar area is often preferred.
- **Experience in College Counseling** 5+ years, preferably in an international school setting or working with diverse student populations.
- **Knowledge of the IB Program** and strong understanding of the International Baccalaureate (IB) Diploma Programme (DP) and Middle Years Programme (MYP), including their academic pathways and college admission processes.
- **Experience with International Admissions** and college admissions process in multiple countries.
- **Multicultural Competency** and experience working in a multicultural environment
- Data-Driven Approach and the ability to use data to track student progress, analyze college acceptance trends.
- **Teaching background** in Humanities and/or Psychology w/ teaching certification.

### Desired:

- Fluency or proficiency in more than one language. Japanese is preferential.
- Strong Network of College Admissions Contacts
- Experience with Test Prep and Test Optional Opportunities

## Address

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- Strong Knowledge of Financial Aid and Scholarships, particularly for Japanese, US, and UK Universities.
- Strong Counseling Skills

## Managing the College Counseling Programme

- **Lead Information Sessions:** Plan and present regular student and parent information sessions on the university admissions process, offering actionable insights.
- **Support Students:** Engage with Year 11 and 12 students, guide younger students as needed, and develop a college readiness program for Grade 10 focused on career exploration.
- **Maintain Resources:** Manage and update the College/Career Counseling website on the DP Student Portal with relevant and current information.
- **Monitor Trends:** Stay informed about university systems, particularly in the US and Japan, and actively track trends in higher education.
- **Coordinate Admissions Platforms and SATs:** Support students in using BridgeU, UCAS, and The Common App, and coordinate SAT exam administration for internal and external students.
- **Administer Assessments and Collaborate:** Organize and analyze PSAT data, while collaborating with the IBDP Coordinator, Subject Leads, and marketing officer on course selection, progress, and university-related materials.

## University Application Support

- Proactively schedule and conduct regular meetings with students (and parents, as needed) to review and guide the university application process.
- Actively advise students on financial aid and scholarship opportunities, ensuring they are prepared and equipped to apply for relevant funding.
- Continuously monitor and track individual student progress, taking timely action to address any issues and ensure all application materials are submitted on schedule.
- Initiate and manage the process for letters of recommendation, proactively guiding teachers to craft strong and impactful college recommendations.

## Administration and Reporting

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- Maintain a well-organized, professional office with up-to-date materials on universities and career resources, ensuring information is easily accessible for students and parents.
- Accurately maintain comprehensive records of students' application materials, college acceptances, scholarships, and other relevant data, analyzing this information to provide informed guidance to students, faculty, and parents, as well as generate required reports.
- Collate and prepare data for the annual update of the School Profile, supporting marketing and university outreach efforts.
- Produce, securely store, and distribute official documents such as school profiles, transcripts, enrollment letters, and IB predicted grades, ensuring accuracy and confidentiality.

### Career Counseling Responsibilities

- Onboard Year 10 students to the BridgeU app annually, ensuring smooth integration and use for career planning.
- Deliver presentations to the school community, including parents and caregivers, on career-related topics and pathways.
- Participate in information sessions for parents, including coffee mornings and parent conferences, as needed.
- Organize university visits to OYIS and arrange opportunities for school visits to universities to foster and strengthen institutional links.
- Plan, execute, and evaluate the annual Career Fair at OYIS, ensuring its effectiveness in connecting students with career opportunities and resources.

### Application Process:

Interested candidates should submit a cover letter and resume to [employment@oyis.org](mailto:employment@oyis.org). Applications will be accepted until March 25, 2025.

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