

January 11, 2012

The ISF Academy (www.isf.edu.hk) University Guidance & Careers Department is seeking candidates for the position of University Guidance Counselor, if interested please contact **Ms. Leslie Tam, Director, University Guidance & Careers** at ltam@isf.edu.hk with CV and cover letter.

Job Description: University Guidance Counselor

The University Guidance and Careers Counselor will report to the Director of University Guidance & Careers and is responsible for administering all aspects of the university search and application process.

University Guidance Counselor to process HK, Canada, Australia applications:

- **Regional responsibility:** Hong Kong, Canada, Australia (beginning from G11 January onwards)
To counsel students and families interested in above three systems; in charge of processing all areas of the application; to build relationships with admission tutors and recruitment officers from the above regions; to handle all aspects of the application process as it relates to the above regions
- **New market responsibility:** Developing deeper linkages with Hong Kong universities (including researching and exploring ways to strengthen academic relationships with local-based tertiary institutions), English-speaking programs in East Asia (Japan, Korea), South East Asian universities (Malaysia and Singapore); exploring UK/US campuses in Asia
- **Grade level responsibility:** G9 and G8 cohort
Work with Grade Level Leaders in G9 and G8 on implementing and delivering Careers Discovery Program, proctoring and delivering pre-university testing; analyzing test data and grades to make recommendations for targeting high-achievers
- **Administrative responsibility:** helping to establish systems and procedures for the University Guidance department; work on newsletters, some translation and other administrative tasks as needed

Skills and qualifications:

- University graduate with knowledge of Hong Kong higher education and/or Commonwealth university systems (UK, Canada, Australia); knowledge of US university system also beneficial;
- Speaks English, Cantonese and preferably Mandarin; preferably can read and write Chinese;
- Detail-oriented; ability to analyze data, test results; Savvy with IT and Microsoft Excel
- Willingness to be trained; Team player; enthusiastic, able to be flexible and is a self-starter
- Enjoys working with young people and students, and being in an international environment with opportunity to work with different types of people
- Understanding of the IB Diploma program is a plus

Salary/Benefits are commensurate with experience; ideal start-date is before August 2012.