Saigon South International School

Director of University and College Guidance

Level II Senior Administrative Position

beginning July 2018

The School

Saigon South International School (SSIS) was founded in 1997 as a private, independent school with an internationalized curriculum to accommodate the demand from both local residents and expatriate families for an American-style education. Located in the rapidly growing District 7 of South Saigon, SSIS is just two and a half miles south of the city center, District 1, of Ho Chi Minh City. The school is governed by a three-member board and operates as a non-profit entity.

Today, SSIS enrolls over 1050 students from more than thirty-five countries. Our professionally-certified and experienced teachers are career educators and most come from North America, the United Kingdom, and Australia. As specialists in their teaching area, almost all hold advanced educational degrees. Our student teacher ratio is 10 to 1 and early childhood, elementary and specialist classes have at least one full-time teaching assistant.

SSIS facilities are outstanding and appropriately support our curricular and co-curricular programs, as well as our after school activities and athletic programs in all three divsions. The school offers an American-based curriculum, augmented by the rigorous Advanced Placement Program (AP) and International Baccalaureate Diploma Programme (IBDP) in the high school as well as advanced school-based offerings in STEM. Despite it's origins and focus, almost fifty percent of SSIS graduates matriculate to tertiary studies in countries other than the United States, seeking world-class programs of studies in their chosen field.

The Position

The Director of University and College Guidance is a Level II Senior Administrator, working closely with the High School Principal but reporting directly to the Head of School. The Director heads the University and College Guidance Office and supervises a second, full-time university admissions counselor and a Grade 9/10 academic and social-emotional counselor, as well as a full-time administrative assistant. The creation of this position was part of the School's most recent strategic plan and a renewed emphasis on the placement of SSIS graduates in the best universities and colleges around the world.

The ideal candidate will:

- Have sufficient experience in leadership at a quality private, independent school's college placement office to be able to assume the position and improve the work at SSIS with little oversight. Alternative, the candidate has sufficient experience in the admissions office of a top tier university or college to offer the same.
- The candidates written and oral communications are exemplary and will bring credit to the SSIS.
- The candidate has sufficient personal connections in the area of US college/university admissions to offer outstanding assistant to SSIS students applying to the same.
- The candidate has sufficient knowledge of UCAS, Australian, Korean, continental European, etc. application processes to offer SSIS students outstanding advice and support.
- The candidate is able to supervise and mentor other counselors and support staff under his or her direction.

The anticipated offer, based on experience and quality, would be for a Level II Admin (Senior-level Administrator at SSIS and part of an 11-member group that oversees the School) with a salary commensurate with experience and qualifications. Admin benefit package includes annual flights for Director and dependents, tuition for mission and age-appropriate children, housing, worldwide medical coverage, shipping and additional allowances.

Interested candidates should submit a cover letter detailing their interest in the position, a resume, and the names of at least three references (including current contact information—phone number and email address) to:

Mark Iver Sylte
Head of School
email: hos@ssis.edu.vn

Saigon South International School
visit us at http://www.ssis.edu.vn