

Organization	Ekya Schools	Job Title	College Placement Counselor
Location	Bangalore, India	Reports to	Founder and Managing Director

Overview: Founded in 2010, Ekya Schools is a chain of progressive K-12 schools in Bangalore, India offering Kindergarten & Montessori and Grades 1-12 affiliated to CBSE, ICSE and Cambridge IGCSE. With our in-house curriculum, students experience a rich learning journey designed to challenge, engage and excite.

Drawing on the legacy of the CMR Group of Institutions and the innovative, immersive methods of school systems around the world, the Ekya Schools were instituted with one aim – to teach children not just what to learn, but how to learn. Here, knowing how to learn is a skill in itself, and the key to creating lifelong learners with the means to adapt and thrive in a constantly changing world.

Role Purpose: The College Placement Counselor is responsible for college placement and student support for undergraduate admissions, to both domestic and international colleges/universities. The role will entail guiding our high school students through the entire college admissions process, from satisfying college entrance exam requirements to completing a college application. The counsellor will serve as the facilitator for the attaining of students' academic or career goals, and assist them in developing their social and mental capacity.

Roles & Responsibilities

College planning:

- Understand students, their background, and use assessment results to advise students on options.
- Meet students and parents to plan college admission application and develop a recommended list of colleges.
- Conduct in-depth research and suggest programs to match individual student aspiration and capability.
- Counsel students and parents for entrance exam preparation and dates for application of the same.
- Provide coaching to students for the writing of college essays by reviewing and editing.
- Help school faculty draft letters of recommendations, when required.
- Track scholarship opportunities for students and help them apply and access the same.

Education and Guidance:

- Organise talks for students to help them understand career and college options.
- Develop and deliver parent seminars on the college admission process.
- Populate the campus resources with college brochures, collateral etc for student reference.
- Aid students to create resumes through review and editing.
- Coordinate with international and Indian university offices to organise student talks and interactions.
- Aid in interview preparation for students.
- Bring summer programs opportunities to students.

Documentation:

- Develop and maintain individual student goals, requirements and data.
- Track students college placement data across all institutions.
- Track and maintain student service learning project hours.
- Maintain communication with parents and students towards college preparation.
- *Assist with other department duties as assigned.*

Qualifications:

- A degree from a global university preferred.
- Understanding of college application process within India and other countries.
- Minimum of two years experience in college counselling, preferably for students applying to highly selective colleges, or in a related field.
- Experience in private school student services/ guidance a plus.

Required Core Competencies include:

- Outstanding organizational skills and high attention to detail; outstanding communication skills.
- Strong work-ethic, detail-driven, and a commitment to doing whatever it takes to get the job done.
- Demonstrates high proficiency in computer technology, including Microsoft Office.



Contact Information:

Request for more information and applications can be sent to Head of HR - Juanita Stephens via email - juanitas@ekyaschools.com