



Associate Director, University Counsellor

Employment Terms: F/T, Permanent

Start Date: July 2020

Upper Canada College (UCC) is recognized nationally and globally as one of North America's foremost boys' schools. Educating tomorrow's leaders since 1829, UCC is an International Baccalaureate World School, with IB scores 10 per cent above the global average. UCC offers transformational learning experiences to students in Senior Kindergarten through Year 12, including boarders from 26 countries. UCC is focused on making the world a more just and inclusive place through dialogue and teamwork. With a commitment to equity and fairness, students learn that what makes us different as individuals makes us stronger as a community. A rigorous academic program is supported by accomplished faculty, exceptional co-curricular programming, and state-of-the-art facilities. The UCC experience is underpinned by five core values: learning, pluralism, service, community, and wellbeing.

Position Overview:

The Upper School at UCC is inviting applications for the role of Associate Director, University Counsellor. You will provide academic guidance, and post-secondary admissions counselling, to support student academic achievement. A life-long learner who is committed to equity, diversity, and inclusion, you are passionate and aspirational when it comes to student success, and up-to-date on emerging and evolving programs, admission processes, and scholarships. You will be active and involved member of the UCC community – coming to know each individual student very well, and advising and engaging students early, regularly, and appropriately while collaborating with parents and guardians on strategies and planning.

Key Duties and Responsibilities:

Provide guidance to students to enhance and support academic achievement at the school/college:

- Counsel students regarding educational/academic issues, such as course and program selection, class registration and scheduling, school adjustment, study habits, career planning, etc.
- Counsel students in managing/overcoming personal, social and behavioural problems impacting their academic and social life
- Confer with parents/guardians, teachers, administrators and other professionals to discuss student issues, determine approaches to resolving problems, and to determine priorities for resource needs for students
- Facilitate collaboration between faculty and student services to optimize support for students

Provide post-secondary admissions counselling and application support:

- Counsel graduating students and parents on post-secondary admission requirements and the application process
- Assist students with the preparation of post-secondary applications and scholarship applications, including program and school selection
- Provide one-on-one counselling to address specific individual concerns and questions
- Maintain strong communication links with post-secondary admissions officers to obtain current information regarding admission requirements, programs, policies and changes
- Encourage and support partnerships with Ontario post-secondary institutions

- Provide articles and other information regarding post-secondary admissions, programs and scholarships
- Consult students for feedback on information and support provided

Administration

- Maintain accurate and complete student records in accordance with legislation, regulations and policies
- Prepare and review letters of recommendation for graduates, for admissions and scholarships
- Provide reports to school leadership regarding student applications and acceptances
- Represent the school/college at various functions (e.g. scholarship presentations)

Knowledge, Competencies and Experience:

- University graduation in education and counselling, with a valid teaching licence;
- At least five years of relevant teaching and counselling experience;
- Extensive experience with Canadian, US, and UK university admission policies and practices is highly desirable
- Familiarity with both the IB diploma and the OSSD is an asset
- Strong understanding of students' development and needs
- Knowledge of the theories and principles of behavioural and academic counselling
- Knowledge of the admissions requirements, programs, and learning environments of post-secondary institutions, in order to recommend good matches for students of the school/college
- Knowledge of scholarship, bursary and other financial support opportunities for students, and the corresponding application requirements and processes
- Ability to identify and assess issues impacting student academic and social success at the school/college
- Ability to research, assess and apply current and new techniques for assisting and supporting students in overcoming issues and achieving optimal academic success
- Ability to assess individual and group student issues and their potential impact on success in a post-secondary setting
- Collaborative, energetic disposition with demonstrated creativity and passion for working with students;
- Excellent interpersonal skills and ability to develop strong professional relationships with students, colleagues, administration and parents;
- Strong communication and problem-solving;
- Commitment to honesty, justice, fairness and equity;
- Effective team member;
- Strong attention to detail, organization and planning;
- Invests in personal development and strives to grow professionally;
- Displays humility and empathy, and recognize their ability to positively influence change. Embraces the opportunity and responsibility to make a difference in their local and global communities.

UCC is an Equal Opportunity Employer and values diversity, encouraging applications from all qualified individuals. UCC embraces pluralism - celebrating differences, cherishing similarities, and giving voice to multiple perspectives. If you are contacted regarding a UCC opportunity, please advise if you require any accommodations.

Please forward your cover letter and resume to tgodor@ucc.on.ca
To learn more about us please visit our site at www.ucc.on.ca