

[The United Nations International School \(UNIS\)](#)

Associate Director of College Counseling

Location: New York NY

Starting Date: August 2020

The United Nations International School (UNIS), an international K-12 co-educational school in Manhattan, is seeking an appropriately qualified and experienced individual as an Associate Director of College Counseling. This is a new position within the College Office. The UNIS student body is among the most diverse in the world, representing 111 countries and collectively speak over 100 mother tongue languages. Through daily contact with students and faculty from every part of the globe, UNIS students gain a sophisticated and mature cultural understanding in an atmosphere where individuality is encouraged and students and families are able to maintain their culture heritage. More information is found on the UNIS website at www.unis.org and the school profile for 2016-2017 www.unis.org/Profile.

The successful applicant will complement the existing strengths of the College Office team. The ideal candidate will have at least five years experience in college counseling and a Master's degree. The candidate will report directly to the Co-Directors of College Counseling and will join a team consisting of two Associate Directors of College Counseling and one administrative assistant. While the College Counseling team reports to the Tutorial House (High School) Principal, College Counselors also work closely with counselors, learning specialists, and with the International Baccalaureate office. This is a 12-month administrative position with generous vacation time. The caseload is approximately 25-30 senior advisees. UNIS hosts approximately 150 visits by colleges each year, and graduates enroll at universities in 10-12 countries. Approximately 70% enroll at colleges in the U.S., 25% enter universities in Canada, the Netherlands, or the U.K.; the others return to their home countries.

Interested candidates for this position should ideally possess:

- An in-depth knowledge of U.S. colleges, as well as an understanding of the evolving college admissions landscape. Knowledge of the U.K., Canada and other international universities, and the International Baccalaureate (IB) Programme is an asset.
- Strong interpersonal relationship skills and an understanding of international/cultural expectations related to college and university admissions.
- Self-confidence, creativity, patience, diplomacy, initiative and a strong work ethic.
- Sensitivity to individual students' needs and aspirations and ability to be forthright in guiding students.
- Exceptional written communication skills, including the ability to write succinct, relevant and compelling letters of recommendation for each senior advisee, advise students in preparing application materials, and compile reports for the administration.
- Strong oral communication/public speaking skills, ability to lead and speak at various school events and represent UNIS at community and professional programs.

- Ability to support new and effective methods for helping admission offices understand the high caliber of UNIS, its curriculum, and its students.
- Advanced skills in the use of technology in order to maintain an online presence of the college counseling program and to familiarize students and parents about relevant resources. Familiarity with Naviance, UCAS and other college counseling tools is desirable.
- Willingness to participate in various aspects of student life and the UNIS community, and attend evening and weekend events hosted by the College Office.
- Flexibility to travel, often involving weekends, to represent UNIS at regional, national and international conferences, as well as college visitation programs.
- Demonstrate enthusiasm about working within a multicultural environment. Flexibility within a team-oriented approach to all aspects of the college counseling process and a collaborative style are essential.
- Strong organizational and time management skills related to guiding students and ability to handle multiple tasks concurrently.
- Familiarity with college admission testing options.
- Awareness of the financial aid process and scholarship opportunities.

Applicants should apply on-line by visiting <https://www.unis.org/about-unis/employment>. Candidates must include their cover letter, resume, and three (3) writing samples.

Please visit the United Nations International School website at <http://www.unis.org/>

UNIS is an affirmative action, equal opportunity employer.