



## JOB DESCRIPTION

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| <b>JOB TITLE</b>   | College Counsellor   |
| <b>REPORTS TO</b>  | Director of College Counselling  |
| <b>JOB PURPOSE</b> | Working intensively with high school 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> grade students in the International Department, and guiding them to know aspects of application and matriculation regarding postsecondary educational institution overseas |

### Person specification:

A full-time colleague not only to give advice and guidance to students about every aspect of matriculation, but also to conduct information sessions and workshops for parents related to postsecondary educational institution overseas.

### MISSION, VALUES & ETHOS

- You support nurturing the attributes of the NBFLS Learner Profile with its emphasis on 'Chinese Heart', 'Global Vision', 'National Spirit' and 'World Model' as key features of student development.
- You recognise that NBFLS strives to enrich the whole student, both inside and outside the classroom, and to equip them with the life skills to contribute meaningfully to 'Our World'.
- You are committed to the principle of 'distributed leadership' that encourages all teachers to contribute to the school's mission and vision tied to the Learner Profile
- You support a school culture of innovation that includes 'blended' technology integration and the ongoing development of 'digital citizenship' awareness.
- You relish the challenge of maintaining NBFLS's reputation for personal attention and fostering a supportive community during a time of increasing student roll in the International Department.

### GENERIC RESPONSIBILITIES

Under the supervision of Director of College Counselling, the college counsellor will coordinate and conduct all aspects directly or indirectly related to college counselling.

This includes the following:

1. To facilitate students' college application processes based on personal cultural background, especially support graduating students with their application essay writing.
2. To conduct counselling class to students and information sessions to parents.
3. To guide students to prepare for their applications to overseas universities / colleges.
4. To help students identify their strengths and advise students on their academic strengths and weaknesses.
5. To publicize relevant information regarding all aspects of college admissions process, financial aid, test-taking practices, and other topics.
6. To meet with designated students and parents regularly to discuss issues pertaining to students' futures, such as careers, college selection, extracurricular activities, etc.
7. To maintain detailed records and guide students to report of college visits by university / college admissions officers.



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8. To support other counsellors' work during the 12<sup>th</sup> Grade students' application process for international university applications.
  9. To conduct other temporary tasks related to college counselling assigned by Director of College Counselling

**PREFERRED CANDIDATE:**

1. Education:
  - BA degree (Required to get a Work Visa in China).
  - Graduated from Liberal Arts College preferred
2. Work Experience in a related occupation: At least two years (Required to get a Work Visa in China)

**COMPENSATION:**

Negotiable

**CONTACT INFORMATION:**

Please email your resume to

Ms. Rene Miao

Email: [renemiao@163.com](mailto:renemiao@163.com)

Mobile & WeChat: +86 13586576553 (CST 9.00am to 4.00pm)