

School: The Houde Academy

Location: Shenzhen, Guangdong, China

Position: College and Career Guidance Counselor (multiple positions are available)

Deadline: Open until filled

Commencing: August 2019

About Houde:

The Houde Academy, located in Shenzhen, China, is a private boarding high school providing individualized education to exceptional students from grade 10 – 12. Founded in 2016, Houde currently provides two curricula: Chinese “GaoKao” and International “go abroad” which also including Bard Early College Program.

The Role:

The Houde Academy is looking for an experienced counselor who will serve the school through implementation of college and career guidance program for the go abroad students. This full-time position will advise grade 10 – 12 students with support in academic, personal development and college application process.

Responsibilities:

- Work in collaboration with school management and staff in response to the guidance needs of students to support college guidance program
- Coordinate with faculty and staff to develop effective teaching, learning and assessment strategies for guidance classes
- Provide individual and group counselling to facilitate personal and social educational as well as university and career development
- Educate parents and students about universities and admissions trends and host parent meetings
- Guide and help students to develop individual college planning portfolios
- Establish relationships and network with universities and colleges representatives; host or take students to university visits and university fairs
- Develop and maintain understanding of global universities/college application systems
- Represent the school at conferences and prepare reports to be shared with the counseling team
- Identify scholarship and grant opportunities for students
- Pre-departure support for students in transition to universities/colleges

Requirements:

- 3+ years relevant experience; experience working in high school is preferred
- Strong understanding of global university/college application trends and process
- Ability to connect with students; willingness to work with parents and families
- Must have a valid passport

For those who are interested, please email your resume and cover letter to Mr. Mu Chou at hmchou@houde.edu.cn.