At WPGA, we focus on the individual child, the whole person and a balanced life. We give each student transformative learning experiences rooted in inquiry, shaped by action and celebrated with joy. Teaching at WPGA is fulfilling, collaborative and dynamic. Our Leadership Teams support our educators to teach with confidence; create relevant, creative curriculum and programs; build meaningful relationships with students and families; and develop professionally.

**POSITION: UNIVERSITY & CAREER COUNSELLOR**

**REPORTS TO: DIRECTOR OF UNIVERSITY COUNSELLING**

**START DATE: AUGUST 27, 2018**

**POSITION SUMMARY**

This full-time position will provide post-secondary and career counselling services for students in grades 11 and 12. Working alongside the Director of University Counselling, this role will support students with their university and scholarship applications as well as advise on possible career paths. Involving parents in this process will be an on-going expectation. Evening and some weekend commitments throughout the year will be required.

**DUTIES and RESPONSIBILITIES**

*Post-Secondary & Career Counselling*

* Support students with the post-secondary application process & track progress accordingly
* Communicate & liaise with university admissions (Canada, US & UK) throughout the school year on student progress, new trends and/or new application requirements
* Visit/tour university campuses as needed
* Write Counsellor reference letters and liaise with grade 12 faculty on reference letter writing
* Assist with the coordination of Careers Week Speakers
* Liaise with the Work Experience Coordinator on work placements throughout the year
* Conduct student & parent meetings
* Assist students with course selection 8-12

*Events*

* Attend & assist in the organization of university special events, information sessions and evening presentations
* Organization of annual post secondary events: VAIS Fairs, CUE Fairs and other large events that are hosted by the University & Career Counselling Department
* Give university counselling presentations to parents and students at university counselling evenings

*Professional Development*

* Attend Professional Development conferences, sessions throughout the year
* Attend local Academic Advisors Consortium meetings throughout the year & various networking sessions relating to university admissions
* Commitment to professional development and setting of relevant career goals

**QUALIFICATIONS**

* Extensive experience with and knowledge of the UK post-secondary application process (UCAS, Atlantic Bridge, etc.)
* Experience with and knowledge of the US post-secondary application process (Common Application)
* Previous experience in Career Education/Work Experience
* Demonstrated initiative when relating to students and developing programs
* Demonstrated ability to establish effective systems for tracking, recording and conveying important data, information and school documents in support of students’ educational goals
* Familiarity with Blackbaud K-12, Naviance, Excel, MyBlueprint and PowerPoint
* Familiarity with the BC curriculum
* Comprehensive knowledge of Canadian post-secondary admissions requirements
* Knowledge of Canadian scholarships and application process
* Evidence of flexibility and collaborative work ethic
* Superior ability to build rapport, trust and relationships with students and their families
* Demonstrated advocacy and leadership in advancing the interests and concerns of students
* Strong communication skills & work ethic
* Strong organizational skills including documenting student progress & post secondary application progress
* Valid BC Teaching Certification

**TO APPLY**

Please email a cover letter and résumé, citing “**University & Career Counsellor**” in the subject line, to [WPGA Careers](mailto:careers@wpga.ca).