

Job Title: High School Career and Admission Counselor

Location: Anand Niketan & Dwarka

Department: Pastoral Care

Reports To: School Principal/Manager/Vice Principal Pastoral Care

Employment Type: Full-time

Job Overview:

The High School Career and Admission Counselor is responsible for guiding students through the career exploration, college admission, and scholarship application processes. This role involves working closely with students, parents, teachers, and external organizations to ensure students are well-prepared for post-secondary education or career opportunities. The counselor also plays a key role in supporting students' academic and personal development through individual and group guidance.

Key Responsibilities:

1. Career Counseling:

- Assist students in identifying their interests, strengths, and career aspirations.
- Provide information about various career paths, vocational training programs, and job market trends.
- Organize career assessments, workshops, and job shadowing opportunities.
- Help students develop career plans that align with their goals and skills.

2. College Admission Counseling:

- Guide students through the college application process, including essay writing, application submission, and interviews.
- Assist students in selecting appropriate colleges and universities based on their academic performance, interests, and financial situation.
- Offer advice on entrance exams (JEE, SAT, ACT, IELTS, UPSC etc.) and help students access preparation resources.

- Coordinate college fairs, campus tours, and meetings with college representatives.

3.Scholarship and Financial Aid Assistance:

- Provide information on scholarships, grants, and other financial aid opportunities.
- Assist students and families in completing financial aid applications
- Stay updated on scholarship deadlines and application requirements, and ensure students are aware of these opportunities.

4.Academic and Personal Support:

- Offer individual counseling sessions to address personal, social, and emotional challenges.
- Collaborate with teachers and parents to create intervention plans for students facing academic or personal difficulties.

5.Networking and Collaboration:

- Collaborate with school staff to support students' overall well-being and academic success.
- Act as a liaison between the school, students, and external educational and career organizations.

6.Program Development and Administration:

- Develop and implement workshops, seminars, and events related to career exploration, college admissions, and financial aid.
- Maintain accurate records of students' progress, applications, and scholarships awarded.
- Stay current with trends in education, college admissions, and job market developments to offer up-to-date guidance.

Qualifications:

- Bachelor's degree in counseling, education, psychology, or a related field (Master's degree preferred).
- Minimum of 2 years of experience in college admissions counseling, career counseling, or a similar role.
- Strong knowledge of college admissions processes, career development strategies, and financial aid resources.
- Excellent interpersonal, communication, and organizational skills.
- Ability to work independently and collaboratively with students, parents, and faculty.
- Proficiency in counseling software and career assessment tools is a plus.

Personal Attributes:

- Compassionate, patient, and approachable with a strong desire to help students succeed.
- Ability to motivate and inspire students to achieve their academic and career goals.
- Strong problem-solving skills and the ability to offer tailored advice to diverse student populations.
- Cultural competency and the ability to work with students from a variety of backgrounds.

Work Environment:

- School-based environment with occasional evening hours for events like parent-teacher conferences, college fairs, or workshops.

Salary:

- Competitive salary, commensurate with experience and qualifications.

Application Process:

Interested candidates should submit a resume and a cover letter