



Position: University Counselor

Pierce-The American College of Greece is seeking a University Counselor.

Position Main Responsibilities:

- Build up the structure of the Office of University Counseling, establishing a fully-developed university counseling program, assisting students in accessing English language colleges and universities worldwide (focus on the US, Canada and the U.K.).
- Train and educate the team of the Office of University Counseling.
- Provide students and parents an effective oversight about foreign colleges/universities, admissions processes of various colleges/universities, trends, procedures, and testing.
- Educate parents in establishing the significance/relevance of the IB Diploma Program with regard to university admissions.
- Support the IB team and Pierce's administration in developing, and delivering the IB's curriculum goals, aligned to the IB Diploma Program's goals and strategic planning.
- Analyze and evaluate student performance data in cooperation with the IB team, and provide the appropriate support through university guidance to students and parents.
- Assist students in making appropriate IB course selections relative to their future university studies.
- Assist students with the preparation, checking, and submission of applications to foreign universities and colleges; Keep track of and monitor students' applications.
- Write Guidance Counselor references for university applications. Monitor and ensure high quality university references/recommendation letters through personal updating, editing, proofing and re-drafting when necessary.
- Establish College Prep Workshops for small groups of students.
- Foster and cultivate contacts with universities abroad.
- Organize fairs with foreign universities. Meet with all college admissions representatives who visit ACG campus, and facilitate meetings between college representatives and students.
- Establish an online University Counselling Office, and maintain relevant and up-to-date information on the webpage of the American College of Greece.
- Prepare a University Guidance Handbook, which will be thoroughly updated each year.



- Evaluate the effectiveness and the progress of the university counseling department through student assessment data, student application papers, teacher references, and feedback from parents, students, and university admissions offices.

Required Qualifications:

- Master's Degree in Counseling, Education, Communication, or Public Administration
- Knowledge of the UCAS and Common App processes for UK and US university applications respectively
- At least 10 years previous work experience
- Fluent in English (French omitted)
- Good knowledge of the IB Diploma Program, its syllabi and its program developments
- Good knowledge of the admissions procedures of English-language colleges & universities.
- Excellent communication skills
- Enjoys working with young people/students
- A team player
- A positive role model

Anticipated start date:

- September 2016

Application Instructions:

Please submit the following materials to: Piercevacancies@acg.edu , indicating "**University Counselor**" on the subject line, by Thursday, July 21, 2016.

- Cover letter describing previous related academic experience and scholarly interests
- Current CV

Contact details (name, e-mail address, telephone number of at least three persons who have known you in a professional context)