

The United World College Changshu is looking to hire a **university counselor** to become part of a team of five counselors who, together, advise and assist roughly 210 graduating students each year (equally divided among five counselors) with the process of exploring colleges, creating college lists, preparing college applications.

General Duties Include:

- Supporting your student cohort through their college application journey
- Writing counselor letters of recommendation
- Managing administrative programs (e.g. planning college visits, planning on-campus events)
- Conducting workshops and public presentations on college admissions topics
- Assisting in the administration of standardized tests
- Conducting information sessions for students, faculty, and parents

Additionally, joining the counseling team means joining a dynamic and high energy residential environment. Candidates should be willing and eager to participate in the five key elements of a UWC Changshu education: Academics; Pastoral Care; Service; Student Activities; Outdoor Education.

Qualifications:

We expect all candidates to have earned, at a minimum, a bachelor's degree. Competitive candidates should also have at least 2-3 years of experience working as a college counselor, college admissions officer, or a position in a related field. As we are a school with over 100 nationalities, and a significant number requiring financial aid, experience with a diverse student body and students requiring financial aid is preferred.

Other Desirable Competencies and Experience Include:

- Experience using the college counseling platform, Cialfo
- A strong working knowledge of college admission practices in North America, Europe, and Asia
- Prior experience working in the United World College network
- The ability to speak Mandarin
- Knowledge of the financial aid process at U.S. colleges

Other Desirable Personal Qualities Include:

- The ability to work independently and to seek out help when needed
- A sense of initiative around learning new skills and problem solving
- An interest in being part of a residential school community beyond the job at hand
- A sense of humor, and the ability to remain calm in stressful situations

The salary range for this position is \$60,000-\$75,000 USD, depending on experience. Housing and medical insurance will be provided by the school.

The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability.

Safeguarding Statement

UWC CSC is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

How to Apply

The starting date for this position is August 2022.

Please send a résumé and cover letter to the Deputy Director of University Counseling, Alex Feinson, at afeinson@uwccchina.org and the Senior Human Resources Manager, Xuehua Chang, at xhchang@uwccchina.org. Competitive candidates will be interviewed and will be asked to provide references and a sample of writing. Candidates will continue to be reviewed until the position is filled.