



University Advisor

Job Description

A Unique Educational Adventure.

Through an inquiry based international education in English, St Nicholas School develops responsible, confident and caring citizens of an ever-changing world. By setting high academic standards and celebrating cultural diversity, we nurture individual talents and embrace a shared passion for learning.

Responsible to: Pastoral Leader

General

This is an academic position, however peak times may coincide with teaching holidays and the times will be adapted to reflect this.

To maintain professional standards and be an effective role model to pupils and colleagues in attendance, punctuality, appearance, conduct, the use of language, meeting of deadlines and the general fulfilment of responsibilities at school.

All Teachers in the Secondary Section form part of the wider St Nicholas community and are expected to contribute positively to the community atmosphere and upholding school expectations at all times both inside and outside the classroom.

All teachers are expected to contribute enthusiastically and effectively to the pastoral system. This includes being part of the tutor team, participating in life skills and knowing the students' interests.

All teachers are expected to contribute enthusiastically and effectively to the ECA programme.

Professional Knowledge

Secure understanding of International Education and the IB Diploma

Knowledge of university systems around the world and specific Knowledge of the common application process in the USA and UCAS in the UK

Job Outline

To discuss each student's objectives and options for undergraduate college admissions.

The counselor will help each student craft a list of "best-fit" universities by the end of the program.

The counselor's goal is to help each student identify colleges which are most likely to grant admission to that student and fulfill his or her unique needs.



Furthermore, the counselor will advise students on time management, interview strategies, and will help provide the student with resources for independent college research.

Counselors deliver group lectures on a variety of college admissions topics.

Specific Responsibilities within the role

Year 10 Students

With the PSHE team, start a university and careers education programme to promote student awareness of university options.

Year 11 and Year 12

Help students make informed decisions, develop strategies and plans.

Develop the university education programme to deepen student awareness of university options

Conduct a systematic and comprehensive series of in-depth individual, face-to-face interviews to provide information, advice and guidance.

Know each student's academic background, interests and career aspirations

Keep accurate and systematic records of the process and to know where each student is in the application process

Be available for a drop-in service, where students can have a short interview about their Higher Education needs.

Advise students on producing CVs,

Advise student cover letters and candidate statements. Received draft copies and support students through the redrafting process.

Prepare students for interviews. holding mock interviews and application form reviews

Assist students assessing their values, interests, abilities and skills and relate these to opportunities for further study.

Advise students how to present themselves effectively at interviews

Advise students on summer course opportunities

Tutors and the Year 11 and 12 pastoral team

Contribute to the Diploma options process. Advising students and tutors.

Keep Tutors and the Diploma team up to date with university applications

Discuss applications with the BP team

Advise the DP team on courses and levels

Guide and support tutors

Universities

Establish a network of universities in different regions who will know St Nicholas School.

Invite universities into St Nicholas school and arrange for students to have access to them

Arrange, organise and publicise university fairs in school

Be aware of, and organise attendance to university fairs in other local schools

Alumni

Keep a record of university acceptances and final destinations.

Establish a database and social media network of alumni

Invite alumni to return to school and assist the school

Publish alumni information as appropriate

Parents

Meet with parents to support understanding of universities, appropriate and realistic courses and financial implications

Support scholarship applications

Outside Agencies

Research information on local and national Higher Education opportunities

Be aware of Higher Education consulting services and how they operate in Brazil.

Candidate Attributes and Qualifications

A university degree

Fluent spoken and written English and a second language

Strong verbal and written communication skills,

Leadership skills,

Ability to work independently and in a group,

Ability to travel

Working knowledge of Google work suit, Schoolbase, managebac



Excellent interpersonal skills

A calm and professional demeanor.

The willingness and ability to work hard

Self-motivation and follow-through.

Strong organizational skills and attention to detail.

A genuine interest in students and a passion for education