

Job Advertisement



University & Careers Guidance Counsellor

GEMS World Academy (Singapore) is seeking an energetic and experienced University & Careers Guidance Counsellor to join an expanding, dynamic team. The position will work with students from Grades 8 (13-14 years) to Grades 12 (17-18 years) to provide counselling on their post-secondary school options and opportunities. This is a full-time role for the 2021-22 Academic School Year and reports to the Director of University & Careers Guidance.

Main Responsibilities

- University Admissions
 - Provide students and parents with guidance on admission to universities around the world as well as post-secondary options; ensure that students are aware of the differences in world admission systems and provide personalised guidance on what would be a “best fit” option for families;
 - Organise and process recommendation letters as well as other documentation necessary for university applications; guide students and parents through the application process including providing support on developing a university list, identifying subjects/majors, writing the college essay/personal statement, identifying extra-curricular activities, discussing testing needs etc;
 - Keep faculty and SY Leadership updated on ongoing changes to global higher education policies; train and support teachers on writing the US recommendation letter; put together the UK reference letter with input from teachers and homeroom advisors;
 - Train students on use of internal and external university application platforms; ensure that students meet their application deadlines through working with them one-on-one and managing their progress in Grade 12; ensure that all documentation meets external deadlines (ie teacher recommendations, transcripts, school profiles etc);
 - Develop and maintain strong working relationships with university admissions officers; organise university visits (face-to-face or virtual) throughout the year and update data-base of university admissions contacts;
- High School Pathways, Credit, and Academic Monitoring
 - Ensure that all SY students and parents are aware of the various high school pathways available within the school; oversee tracking of credit to ensure all SY students attain the High School Diploma; in conjunction with the DP/CP Coordinator, Head of Grade, and Homeroom Advisors, actively monitor students’ academic performance in relation to university applications;
 - Provide guidance on IGCSE and IBDP/CP subject selection in conjunction with the DP/CP Coordinator, especially as it relates to university majors and admissions;
- Careers Education Programme
 - Develop the Careers and Alumni Network in conjunction with the Director; identify opportunities for students to learn about different career options; liaise with parents and outside professionals to create a robust and well-rounded Careers Discovery and Exploration Programme;
 - Implement and deliver a new career education programme for Secondary Years (SY) students (G8-10) in conjunction with the existing team; implement an existing university and careers programme for SY students (G11-12) that will be delivered in the University Class (1 lesson / cycle);
- Other duties
 - Support with pre-university testing for students; ensure that students are aware of the various tests needed; may be asked to serve as a proctor for on-site testing (PSAT, SAT etc);
 - Support the marketing department with information related to university acceptances; establish, maintain and update a record of Alumni; maintain regular contact with past students.

Job Advertisement



Person Specifications:

- Qualification of an undergraduate degree from a recognised university or college;
- A minimum four years of university admissions or university guidance counsellor experience;
- Able to demonstrate understanding and knowledge of the major university systems (and admissions processes) where our students apply (USA, UK, Canada, Singapore, Australia, Europe) and has a willingness to learn more;
- Is passionate about education and working with young people; is able to communicate well with students, parents, and other stake-holders;
- Has experience with subject selection for the IB programmes (DP, CP) and is familiar with the IGCSE;
- Is able to work independently and contribute to a developing department/programme; Is energetic, creative, and open to new ideas; Is organised and detail-oriented;
- Has demonstrated the ability to work well in teams with all members of the school community

Application

Qualified candidates are welcome to apply for the position via the link below by 30 April 2021:

<https://www.gwa.edu.sg/contact/education-positions>

GEMS World Academy is an international school in Singapore for students aged 2 to 18, fully committed to the academic, emotional and social development of its students. We are immensely proud to be the first and only international school in Singapore authorized to offer all four International Baccalaureate (IB) programmes. We aspire to recruit employees that share and understand our commitment towards creating our mission of empowering an international community of happy learners who aspire to positively impact others. We are committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to Safer Recruitment processes such as interviews, employment reference checks, identity and criminal record checks.