

LOCATION	INTERNATIONAL COLLEGE SPAIN, MADRID
JOB TITLE	UNIVERSITY AND CAREERS COUNSELLOR
JOB PURPOSE	The University and Careers Counsellor is responsible for evaluating interests and abilities of students to help them make curricular, educational and career/vocational choices.
REPORTING TO	Head of Secondary
KEY RELATIONSHIPS	Grade Level Leaders, MYP Coordinator and DP Coordinator
TIME REMISSION	18 – 20 Periods per week
REMUNERATION	B Allowance

The University And Careers Counsellor is responsible for ;

General

- Evaluating interests and abilities of students, and help them make curricular, educational and career/vocational choices.
- Developing and maintaining career development programs for students.
- Being responsible for the purchase, administration and implementation of age-appropriate career interest programmes and/or software and any updates required where records of student interest profiles are kept.
- Scheduling meetings and presentations by ICS alumni to current students.
- Planning and scheduling work shadowing days both on and off campus.
- Assisting and encouraging students to take vocational interest tests such as Morrisby Profiling, organising Morrisby interviews, informing and inviting parents and organise annual visits by a member of Morrisby.
- Helping students in the development of their interview skills.
- Operating at all times within the NAE policies and assessments and maintain ICS data within group studies (Thinking Futures)
- Focusing older students' attention on higher education and career possibilities.
- Providing, making accessible and keeping up to date all required information and background materials on Universities and Colleges world-wide.
- Organising and supervising visits by representatives of Universities and Colleges.
- Organising and supervising students' attendance at local University Recruitment Fairs.
- Keeping up to date with all aspects of university admissions, including the development of applications via the internet.
- Liaising with the Diploma Programme Coordinator on all matters relating to students' courses and their University entry requirements.
- Liaising with the Directora Técnica on matters relating to Selectividad and convalidation of studies in Spain.
- Organising and supervising the entry, testing and results distribution for PSAT and SAT or similar external assessments.
- Establishing and maintaining contacts with university Admissions Officers.
- Managing the budget allocated for University and Careers Counselling.
- Promoting students' success in universities and careers through the school's news and communication channels, including the annual update of the school's profile.
- Together with Grade Level Coordinators and Tutors plan for the delivery of University application and Careers related skills and information sessions within the educational programme.

University applications

- Giving all necessary counsel and help to students and parents currently enrolled at ICS with respect to applications for further and higher education.
- Conducting students through all processes of application to eventual placement.

- Helping students in the development of their interview skills.
- Advising on scholarships.
- Coordinating and producing reports, recommendations and references in support of applications.
- Working with the Registrar in the administration of the application processes as appropriate.
- Ensuring that applications are completed and dispatched by the required deadlines
- Updating students' individual files with copies of all school generated reports, recommendations and references.
- Assisting students who may encounter difficulties with placements after publication of the DP results, including being available to advise and help students and parents during early July and late August as appropriate.
- Maintaining records, if available, of students' acceptance at university and their subsequent career choice.
- Providing for the Head of Secondary School to review an analysis of the universities attended by graduates on an annual basis which includes placement rates, destination analysis, first and second choice percentages and an improvement plan.