

Position: University Counselor

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

Position Main Responsibilities:

- Collaborate with university counselor to establish a fully-developed university counseling program, assisting students in accessing English language colleges and universities worldwide
- 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 and Apolytirion/PanHellenic with regard to university admissions.
- Assist students in making appropriate 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 University Preparatory Workshops for students and parents
- Foster and cultivate contacts with universities abroad.
- Meet with all college admissions representatives who visit ACG campus, and facilitate meetings between college representatives and students.
- Maintain relevant and up-to-date information on the webpage of the American College of Greece.
- Assist updating the University Guidance Handbook 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 or Education preferred
- Knowledge of the UCAS and Common Application processes for UK and US university applications respectively and European university admissions systems
- Previous university counseling experience preferred
- Fluent in English; fluent in Greek beneficial
- Strong knowledge of the IB Diploma Program, Apolytirion and Panhellenic, US, UK and European universities and their admissions procedures
- Excellent communication and written skills
- Enjoys working with young people/students
- Able to collaborate effectively

Anticipated Start Date: Spring 2019

Application Instructions:

Please submit the following materials through the online application form (<https://www.pierce.gr/en/pierce-human-resources/>):

- 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 related to this position)