



# Woodstock School

## **JOB DESCRIPTION** **College and Career Counselor**

**JOB TITLE:** College and Career Counselor

**REPORTING TO:** Head of Department, College and Career Counseling

**COLLABORATES WITH:** Counseling Team, Head of Upper Years, Registrar, Faculty, Parents, Alumni, and Vice Principal

**PURPOSE OF THE JOB:** The College Counselor assumes the department's philosophy of a student-driven, best-fit, college counseling department while collaborating with key departments in supporting Grade 9-12 students through career development, college search and ultimately, the application process. The incumbent's work ethic should be consistent with the school's vision, mission and belief statements and focused on supporting and encouraging students' success, with adjustments to boarding school life, and overall wellbeing. This position also has a shared responsibility to facilitate Junior/Senior Seminar college preparation courses, and course planning. The College Counselor also works in close collaboration with School Counselors and other members of the Woodstock Community to provide comprehensive support and counseling.

### **DUTIES AND RESPONSIBILITIES:**

#### **Individual Student Planning (25%)**

- Preparing Senior School students and their families for course selection, college, career, and the university admissions process.
- Providing individual Personal, Academic, and Career counseling.
- Supporting Head of College and Career Counseling in developing effective, pro-active systems of communication and support with parents and students regarding the college admissions process.
- Interpreting assessments to identify student needs and develop interventions.
- Write counsel or evaluations and letters of recommendation in support of student applications.
- Establishing a relationship to an assigned caseload of students in G9-12 to offer advice on a range of issues including but not limited to course planning, university and course selection etc.

#### **Responsive Services (25%)**

- Being responsive to student needs, walk-in hours, referrals, and crisis situations.
- Contributing to academic and/or behavioral student monitoring meetings in a supportive, non-disciplinary role.
- Support students through the college application process, inclusive of monitoring applications, reviewing essays and written work, providing comprehensive academic advising, and connecting students with best-fit institutions.

#### **Guidance Curriculum (25%)**

- To participate in the ongoing development and implementation of a careers education program in the form of weekly Junior/Senior seminars along with other department members.
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- Collaborate with the School Counseling team to develop, implement, and evaluate a comprehensive school counseling program.
- Help plan and deliver student transition programming.
- Guidance on IB subject selection.

## **System Support (25%)**

- Planning, keeping records, and preparing reports for the college counseling office.
- Coordinating college visits.
- Preparing and delivering school forms to colleges.
- Articulating academic policy determined by the Education Team in regard to courses, credits, and graduation requirements.
- Member of various committees within Woodstock and externally to maintain up-to-date knowledge of trends in higher education system in key countries for the student population.
- Providing consultation and in-service training for Advisors, Faculty, and Residence Staff.
- Advising students on standardized testing: SAT, PSAT, ACT and other external examinations.
- Constantly upgrading yourself with the nuances of the college application process and keeping yourself abreast of major changes in the application process in addition to updating our existing resources.

## **Non-Counseling Duties**

Participating in Upper Years fair share duties for faculty such as meetings, tea/lunch duty, chaperoning, proctoring, advisory, Activity Week, and the enrichment programme, Overseeing standardized testing, such as SAT/ACT invigilation and study hall duties.

## **SPECIAL NOTES:**

- Although this position is expected to participate actively in life at Woodstock, this position may be excused from Activity Week if this time conflicts with essential duties of the position, with prior approval from supervisor.
- This position may be expected to work past the last faculty workday in the first semester and may be accrued as flextime or compensated by counselor tours the following semester, with approval from the supervisor.

## **SKILLS AND QUALIFICATIONS REQUIRED:**

- Minimum of 2 years of focused high school counseling or college admissions experience.
- Strong familiarity with North American and/or U.K. admissions counseling.
- Bachelors' degree.
- Fluency and accuracy in written and spoken English.
- Computer skills at a level that permits the creative and effective use of technology in the classroom.
- Proven ability to work effectively in a team, preferably involving both national and international staff.

## **PREFERRED QUALITIES AND QUALIFICATIONS:**

- MA/MS in psychology, counseling, school counseling.
  - Professional licensure/certification.
  - International school experience.
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- MaiaLearning experience, Managebac or any similar learning management system and online teaching experience is beneficial.
- Familiarity with higher education in regions such as: Europe, Asia, Australia, India, Canada is a strength.
- International experience in a multi-cultural environment.
- A record of successful engagement with students in distance learning and hybrid learning contexts.

**APPLICATION DEADLINE:** As applicable

**HIRING PROCESS:**

- Interested applicants should apply through <https://my.hirehive.io/woodstock-school>
- Shortlisted candidates will be interviewed by the hiring committee via Zoom/Microsoft Teams.

**JOINING DATE:** 1<sup>st</sup> July 2025

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