

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications for the following position commencing **in January 2025**.

UNIVERSITY GUIDANCE COUNSELLOR (MATERNITY COVER) - (ENGLISH INTERNATIONAL STREAM)

13 January 2025 to 9 June 2025

The University Guidance Counsellor will be joining an existing team of 2 responsible for advising and assisting our students in their university preparation and applications and will represent the school to the higher education community. The appointee will advise students and parents on IGCSE and IB diploma course selection, work with the Head of University Guidance to deliver appropriate and tailored programmes for Y10 to Y13 students and advise on all aspects of the university application process, including personal statements and college essays, writing and reviewing recommendation letters, preparing student transcripts and interview preparation. The appointee will also coordinate standardized tests such as the PSAT, SAT and ACT – acting as Test Centre Supervisor and assist in the preparation and delivery of university and careers-related events, workshops and information briefings for students and parents.

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What is required and what we're looking for

- Bachelor Degree, a Master's degree in a related field or other relevant professional qualifications may be an advantage
- Extensive experience in a similar role and significant experience of working within a school environment or in university admissions
- Native-level English speaker with excellent written and oral communication skills
- Knowledge and experience with US, UK and other higher education systems
- Familiarity with MaiaLearning or similar platforms preferred
- Experience co-ordinating and supervising SAT/ACT testing preferred or willingness to take on this responsibility
- Culturally sensitive, tolerant and patient
- Positive, proactive and independent work ethic

What we offer

GSIS offers an excellent working environment in an international school within a dynamic community. You will be working with excellent students with outstanding academic results. The English International Stream consistently achieves outstanding I/GCSE and IB Diploma results, maintaining a world-class standard year after year. You can see the impressive I/GCSE results for 2023 on our website at <https://www.gsis.edu.hk/2023/09/igcse-results-2023/>.

Our employees work in a "high trust" environment where they are afforded responsibility without unnecessary micro-management. Professional development and continuous learning are actively encouraged and financially supported. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.

Personal data collected will be used for recruitment purposes only.

GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.