

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools with 240 faculty and staff providing quality, holistic education to a multinational student body of approximately 1250 students. 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 from experienced and qualified candidates for the following position commencing in August 2021.



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

HEAD OF UNIVERSITY GUIDANCE

(English International Stream)

The appointee will have overall responsibility for the development and provision of university guidance to all students and families at GSIS, as well as a hands-on role as university counsellor to students in Y10 to Y13.

Leadership

The appointee will be responsible for developing and executing strategic development of the University Guidance department in line with the school's overall strategic development plan, including the research, proposal and execution of specific initiatives to develop and improve the resources and services available to our students and families. S/he will be responsible for proposing and managing an annual budget, and for developing and delivering a calendar of events and other communications, as well as a university preparation curriculum for Years 10 to 13. Reporting to the Head of the English International Stream, s/he will be expected to work collaboratively with senior management, faculty and administration colleagues across both streams, as well as within the university guidance department.

Counselling

The appointee will be responsible for advising and assisting our students in their university preparation and applications and will represent the school to the higher education community. S/he will advise students and parents on IGCSE and IB diploma course selection, work with the one additional counsellor to deliver appropriate and tailored programmes for Years 10 to 13 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. S/he will also support the Test Centre Supervisor to coordinate standardized tests such as the PSAT, SAT and ACT. S/he will assist in the preparation and delivery of university and careers-related events, workshops and information briefings for students and parents.

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 leadership experience in a similar role
- Native-level English speaker with excellent written and oral communication skills
- Knowledge and experience with US, UK and other higher education systems
- Familiarity with BridgeU and/or similar platforms preferred
- Culturally sensitive, tolerant and patient
- Positive, proactive and independent work ethic

GSIS offers an excellent working environment in an international school within a dynamic community. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

If you are interested in joining our team, please submit your resume 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 is available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for interview after six 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 students at GSIS.

