



## DIRECTOR OF UNIVERSITY ADVISING

### Ideal qualifications

- Masters degree in an appropriate field
- Ten years' successful experience in international university guidance
- International teaching or working experience
- Boarding school experience
- Coaching or experience in extracurricular activities
- Computer proficiency, excellent organization, strong communication skills

### Reports to:

- For the main responsibility of University Advising: Dean of Academics
- For student & residential life responsibilities: Dean of Students

### Responsibilities:

#### Administrative

- Oversee University Advising staff
- Oversee college visits/fairs
- Oversee all SAT/PSAT testing coordination, communications, administration, etc.
- Serve as a member of the Academic Team
- Coordinate the University advising role in the August and January student orientations
- Manage and implement UniFrog and other appropriate applications
- Assist in special projects or other duties as assigned by the Dean of Academics

#### Coordination

- Develop a strategic plan for each students' postsecondary plans, beginning in the 9th grade and following the students through their secondary school career.
- Present to parents during Family Winter Week and during Aug/Jan orientations (Power of Parenting).
- Advise on course selection and its impact on the college selection process.
- Coordinate with teachers on the recommendation letter process and support.
- Manage a caseload of seniors for post-secondary application processes and plans for college (including counselling seminars after school).
- Monitor academic progress of students in conjunction with post-secondary plans.
- Work with the registrar on credit/transcript audits and assessment of student progress towards graduation and college acceptance as needed.
- Interface with parents/students about progress towards post-secondary plans.
- Prepare communications individually and publicly for applications and SAT/PSAT information.
- Meet with grades 9-11 about appropriate information to prepare for their post-secondary options.
- Interpret external assessments with students and parents to discuss post-secondary options.
- Set up SAT prep classes in the spring.
- Counsel students in grades 11-13 to ensure most appropriate college placement.
- Update relevant school profile sections.
- Maintain an up-to-date college counselling library.
- Present teacher workshop for writing recommendation letters.



- Prepare summary reports of college admissions for the year for administrators, admissions, and the board.
- Prepare materials for the senior class with contact information after graduation; non-LAS email addresses and matriculation information.
- Host visiting college admissions counsellors at LAS.
- Organize visits to nearby College Fairs and colleges as deemed appropriate.
- Complete secondary school reports, coordinate teacher recommendations, send transcripts and fulfil the school's responsibility for all college applicants.
- Work with the Dean of Academics and Associate Dean of BEC in aligning university requirements with IB offerings.
- Guide students through the college application process, keeping track of materials, mailings and critical dates. Write recommendations for grades 12-13 and coordinate teacher letters of recommendation.
- Direct and assist students with international visa issues and ESL programs.

#### Other duties

- Serve a full residential duty rotation as an administrator on call, dormitory supervisor, campus rover, or other assigned role.
- Act as Faculty Family "parent" through organized activities and regularly scheduled meetings to monitor the academic and social adjustment of assigned "children" (students).
- Participate in the Cultural Trip program as specified by the Faculty Handbook.