



## UNIVERSITY ADVISOR

### Ideal qualifications

- Masters degree in appropriate field
- Three 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 guidance matters: Director of College Counseling / Dean of Academics
- For student life and residential life matters: Dean of Students

### Goals and Objectives

- Teach and model the LAS Mission Statement - *Developing innovative, compassionate, responsible citizens of the world* - and LAS Learner Profile in and out of the classroom.
- Lead student learning which is accessible to multiple English language levels and learning styles, promotes reflection, and encourages student responsibility for learning.
- Organize safe and engaging class meeting, dormitory, and activity environments that promote student-centered individualized learning, internationalism and mutual respect, and high academic and personal standards.
- Model positive approaches to learning through displaying cultural sensitivity, maintaining collegial relationships, and participating in processes for reflective professional development.

### Professional Responsibilities (*from sections 3, 4, 5 of the Faculty Handbook*)

- Guide students through the university admissions process from grades 9-12.
- Counsel students throughout the year in group and individual settings in order to ensure the most appropriate university placement for each applicant.
- Track student progress and communicate with parents
- Work with the Academic Office and individual teachers to support the learning needs of students and appropriate placement in courses.
- Host visiting college admissions counselors to the school.
- Work with the Registrar in reviewing and sending transcripts.
- Write student recommendations as needed. Complete secondary school reports, prepare and coordinate teacher recommendations, send transcripts, and fulfill school responsibilities for submitting all university applications.
- Assist with all university-related standardized testing programs (SAT, ACT, PSAT, etc.)
- Serve a full residential duty rotation as a 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 Culturals program twice per year.
- Attend regular faculty, campus, residential, and departmental meetings.



- Fulfill other professional duties as outlined in the Faculty Handbook.