

## Hisar School - International College Counseling Office (ICCO)

**Position Description:** Assistant Director of International College Counseling

With increasing competition in the international university application process, it is crucial that high school students at Hisar be informed and prepared about the process at an early stage. This college counselor will help students make the most of their high school years, by guiding and advising students in critical areas that impact college admissions. The Assistant Director reports to the Director of International College Counseling.

### **Major Responsibilities:**

- Serve as university counselor for approximately one third of students in grades 9-12. Advise and educate students and families on areas that have future impact on the college application process - academic course selection, extracurricular activities, standardized testing, etc.
- Collaborate on creating and developing ICCO's materials and informational programs/workshops on various aspects of the university application process; facilitate programs/workshops with students, parents and faculty
- Coordinate planning and implementation of standardized test (PSAT, SAT and IELTS) administration for students
- Guide students (grades 9-11) in identifying and applying for productive summer programs and learning experiences abroad and in Turkey; complete and submit recommendations for students in support of their applications to these programs
- Serve as interpreter during ICCO's family meetings and programs for high school students, as needed
- Oversee the coordination of all aspects of grade 12 advisees' application process, including essay/personal statement support, teacher recommendations, transcript and document submission
- Collaborate with the Turkish Universities Counselor in areas that impact college admissions including course selection and career exploration
- Host and meet international university representatives who visit Hisar
- Serve as a liaison with overseas universities and keep up-to-date with current university admissions policies and trends through participation in professional conferences and visits to universities
- Represent Hisar at appropriate Hisar School events related to college counseling
- Assist in preparing reports and statistics related to the activity of the college counseling program
- Maintain systems, resources, and institutional records: student filing systems, student records on Cialfo, and application procedures and systems

**Qualifications:**

- Ability to communicate effectively with students, parents, faculty, administrators, and international admissions representatives
- Superb interpersonal relationship skills
- Strong writing and organizational ability, with attention to details
- Significant experience in translation (English to Turkish, Turkish to English)
- A desire to collaborate with a network of Istanbul counselors who work together to host and welcome admission representatives to our schools
- A genuine love and enthusiasm for working with students at this critical stage in their development
- Knowledge, insight, and understanding of US, Canada and UK and other European university application processes, timelines, and current admissions trends (experience helpful, but not required)
- Proficiency with computer technologies