

**POSITION:** High School Counseling: University Counselor (Tentative)  
**REPORTS TO:** High School Principal  
**CONTRACT TERM:** 2 School Years (2025-2027)  
**CONTRACT START DATE:** 1 July 2025  
**JOB OPENING:** 30 September 2024

*External: We reserve the right to end the recruitment process once a suitable candidate is found.*

### **PURPOSE**

The University Counselor at Jakarta Intercultural School (JIS) plays a key role in supporting students and families through the complex university admissions process, ensuring they are well-prepared for higher education. As a part of the counseling team, the University Counselor works closely with the Personal Academic Counselors, grade-level leaders, faculty, and administrative staff to deliver a comprehensive and individualized university counseling program. This role is essential in guiding students toward achieving their post-secondary goals, providing expert advice on university admissions globally, and contributing to the holistic development of students in alignment with JIS's Mission and Vision.

### **QUALIFICATIONS, EXPERIENCES and ATTRIBUTES**

1. Master's Degree in School Counseling, College Counseling, or a closely related field.
2. Valid credential in a related field.
3. Minimum of five years experience in educational counseling, with a strong preference for experience in an international high school setting.
4. In-depth knowledge of university admissions systems in countries such as the United States, Canada, the United Kingdom, South Korea, Australia, and the Netherlands.
5. Proven ability to communicate effectively, listen actively, and provide support to students and families through the university planning and application process.
6. Strong interpersonal skills and ability to build positive, collaborative relationships with students, parents, faculty, and university representatives.
7. Experience using educational technology and student information systems such as PowerSchool and MaiaLearning.
8. Commitment to ongoing professional development and staying current with trends in university admissions.
9. Strong organizational and collaborative skills to effectively manage caseloads and participate in schoolwide initiatives.
10. Dedication to promoting the welfare of children and young people.
11. Strong commitment to child safeguarding, service learning, and environmental stewardship.

### **DUTIES AND RESPONSIBILITIES**

#### **University Advising**

- Guide students and families through all aspects of the university admissions process, ensuring they are well informed and supported in exploring higher education options globally.
- Conduct individual counseling sessions with students and families to address questions and provide tailored advice on university applications, deadlines, and other application components.
- Assist students in using university application portals, including submitting required documents, managing deadlines, and understanding the application process.
- Write personalized letters of recommendation for students, highlighting their strengths, achievements, and potential for university success.
- Provide feedback on students' personal statements and essays, ensuring they effectively communicate their unique stories and goals.
- Organize and manage visits with university representatives, offering students opportunities to engage with and learn about a variety of higher education institutions.

#### **Collaboration and Communication**

- Collaborate regularly with Personal Academic Counselors and grade-level leaders to ensure a cohesive and well-rounded counseling program that supports student well-being and academic success.
- Partner with the High School registrar and counseling secretaries to ensure efficient operations in the counseling office.
- Actively engage with the Data Protection Officer to ensure adherence to privacy regulations concerning student information in university applications.
- Welcome and positively engage with university representatives visiting the JIS campus.

#### **Academic Advising**

- Advise students in Grades 10-12 on course selection, ensuring alignment with their university plans, academic interests, and JIS graduation requirements.
- Meet with Grade 10 students and families to assist in making thoughtful decisions about course choices and future academic pathways.
- Monitor the academic progress of Grade 11 and 12 students and collaborate with stakeholders if interventions are needed.
- Document and manage reports concerning student academics, ensuring compliance with school procedures and standards.

#### **Program Development and Community Education**

- Co-plan and deliver advisory lessons for an assigned grade level, working closely with the grade-level team.
- Organize and lead JIS's annual Careers Day, which includes workshops and panels with professionals from various industries.
- Participate in PAC-led programming, including workshops and parent education sessions.
- Educate students and parents on how to use college and career exploration platforms.
- Organize and actively participate in school trips, including multi-day and overnight excursions, to enrich students' educational experiences.

#### **Systems Support and Data Management**

- Manage university-related data in the school's college and career exploration platform, ensuring accurate tracking of university outcomes and student progress.
- Review and update the JIS school profile annually to reflect the school's curriculum, offerings, and student performance.
- Ensure all school documents are submitted to universities where students have applied, including transcripts, letters of recommendation, and school profiles.
- Adapt counseling services to be delivered in asynchronous and synchronous formats when necessary.

#### **Professional Learning**

- Stay current with global trends and issues in university admissions and higher education by attending professional development events such as conferences, webinars, and university visits.
- Actively engage in personal research and participate in learning opportunities that enhance your expertise in university counseling.
- Engage with the JIS Growth and Appraisal process to continuously refine counseling practices and align with professional standards.

#### **Professional Dispositions and Responsibilities**

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties and assume other responsibilities as assigned by the High School Principal and Head of the Counseling Department.

#### **TO APPLY**

Interested candidates should apply directly by email to [teachingapplication@iisedu.or.id](mailto:teachingapplication@iisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

# Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

## Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence and the candidate's country of origin.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

## Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.