UNIS HANOI - POSITION DESCRIPTION

Division: Secondary School (Grades 8–12)
Position: Head of University & College Counselling
Reports to: Secondary School Principal

At UNIS Hanoi, we value cultivating *personal and academic excellence* through:

- Our approaches to teaching and learning
- Concept-based, disciplinary and transdisciplinary teaching
- Varied assessment strategies to allow students to showcase their strengths and progress
- Strong connections and relationships between students, colleagues and parents

OVERVIEW

The Head of University & College Counselling oversees and advances the UNIS Hanoi University Counselling Programme for Grades 8–12, with a particular focus on the preparation and placement of students in Grades 9–12. This role organises, aligns, and guides the university advising work to ensure consistency, communication, and effective implementation of university programming for a team of five secondary school Comprehensive Counsellors and a programme assistant. The programme ensures that all students receive equitable, informed, and personalized guidance throughout their secondary school journey.

As a strategic leader and global ambassador, the Head will represent UNIS Hanoi to universities worldwide, foster partnerships with higher education institutions, and communicate the strengths of a UNIS education. The Head will also play a critical role in supporting a small number of scholars who require full financial aid, ensuring that our inclusive mission extends to university placement.

DUTIES AND RESPONSIBILITIES

Programme Leadership

- Lead the refinement, further development, and continual improvement of a university advising strand of the comprehensive University Counselling Programme for Grades 8–12.
- Coordinate with a team of five counsellors and a programme assistant to ensure consistency, equity, and excellence across the student university guidance experience.
- Hone policies, systems, and processes that support the diverse needs of UNIS students, including those requiring significant financial aid.

- Work closely with the Secondary Principal, Director of Student Success and Well-being, and counselling team to advance university counselling with the school's Mission, Vision, and Values.
    - **Pathways & Transition Protocols**: Approves cross-grade transition initiatives (e.g., Middle to High School, and High School to post-secondary), ensuring post-secondary planning aligns with student agency and personal excellence goals.

University Admissions & Student Support

- Provide expert, individualized counselling to students and families in Grades 9–12 on the university application process, including selective admissions in the USA, South Korea, the UK, the Netherlands, and other destinations.
- Guide students in developing best-fit post-secondary plans aligned with academic strengths, career aspirations, and financial considerations.
- Oversee development and delivery of high-quality workshops, parent education sessions, and grade-level programmes on university admissions, standardized testing, and career exploration.
- Support scholars in applying for competitive full-ride scholarships and financial aid opportunities.

Global Engagement & Partnerships

- Build and sustain strong relationships with admissions officers worldwide, positioning UNIS Hanoi as a school of choice for selective and highly selective universities.
- Serve as the public face of university counselling at UNIS Hanoi, representing the school at global and regional university fairs, conferences, and events.
- Collaborate with the school's Marketing and Advancement Office to brand and promote UNIS Hanoi to higher education institutions worldwide.
- Act as a resource for faculty and leadership regarding admissions trends, policies, and pathways.

Communication & Outreach

- Serve as a dynamic public speaker, leading information sessions, workshops, and presentations for students, parents, and external audiences.
- Provide timely and transparent communication to families regarding admissions processes, timelines, and outcomes.
- Organize university fairs when UNIS Hanoi hosts; organize and manage university visitors.
- Collect, analyze, and report on student application and admissions data to inform school planning and share results with the community.

- **Best-fit outcome:** track % of graduates enrolling at a university/post-secondary destination that the student and counsellor identify as a strong fit academically, socially, financially, and geographically.
- **Reach realised:** track % of students receiving at least one offer from a university that was appropriately classified as a *reach* for that individual student.
- **Application-list quality:** Proportion of students with a balanced portfolio of reach, target and likely options, based on the student's individual academic profile and balance of well-being.
- **Offer quality:** Number/proportion receiving offers from their reach and target institutions.
- **Equity:** Compare reach, offers and satisfaction by nationality, gender, EAL status, learning support, financial need and other relevant cohorts.
- **University relationships:** Breadth and quality of university visits, admissions relationships and professional networks—that demonstrably expand opportunities for students.

POSITION REQUIREMENTS

- Master's Degree and experience in admissions, counselling, or other related field. A degree in education is required for visa purposes.
- Significant leadership experience in university counselling, preferably in an international school setting or major university.
- Deep knowledge of admissions processes for selective universities in the USA, UK, South Korea, the Netherlands, and other global contexts.
- Excellent presentation, communication, and networking skills.
- Demonstrated ability to represent a school to external partners with confidence and professionalism. Experience supporting students applying for full scholarships and financial aid.
- Proficiency in additional languages (Korean, Japanese, Chinese, etc.) is an advantage.
- Familiarity with the IB Diploma Programme and its impact on university admissions.

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND SOCIAL JUSTICE

Diversity, Equity, Inclusion and Justice (DEIJ) work at UNIS Hanoi is ongoing. Everyday, we are building a stronger school community through efforts to become a more diverse, equitable, and inclusive school for all members of our school community. We believe that our students reach personal and academic excellence when they are part of a supportive community that values

and champions diversity, equity, and inclusion and advocates for social justice. This commitment is anchored by having a faculty and staff who reflect the diversity of our world. As such, we encourage applications from all educators with the relevant qualifications and experience, including those who identify as BIPOC (Black, Indigenous, and people of color), educators with (dis)abilities, LGBTQ+ educators, and others of diverse backgrounds, to apply to join our UNIS Hanoi community.