



JOB DESCRIPTION University and Careers Counselling Coordinator

Job title	University and Careers Counselling (UCC) Coordinator
School	Senior School
Hours	Full Time
Contract	2 years
Classification	Professional Services Staff
Reporting to	Director of University and Careers Counselling
Key duties and responsibilities	
<ul style="list-style-type: none"> • Build and maintain relationships with university representatives. • Answer parent and student university related questions. • Provide Chinese University guidance by contacting university admissions, researching university programs, and helping students with applications. • Manage the department meeting calendar for the University and Careers Counsellors. • Assist the University and Careers Counsellors in daily administrative tasks. • Organise University Visits: Manage, attend, and communicate to community. Share notes with counsellors and upload university files to SharePoint. • Collation and organisation of data on SharePoint and MAIA. • Organise and coordinate internal and external logistics for community and public events. (University Fairs, Field Trips, etc.) • Setup UCAS accounts; manage MAIA Learning account and data. • Assist the University and Careers Counsellors with monitoring and collating student references from assigned teachers. • Lead Site Supervisor for SAT/PSAT testing coordination and communications. • During the IBDP Results Week in July ensure final transcripts and statement of results are uploaded on SharePoint to individual student folders. • Complete University choices data input on International Baccalaureate information system. • Assist the University and Careers Counsellors with all other duties as required. 	
Person Specifications	
<p>The successful candidate must have:</p> <ul style="list-style-type: none"> • alignment with our core values • strong written and verbal communication skills • a hard-working, flexible attitude • a commitment to fulfil all pastoral, welfare, and supervisory duties effectively and willingly • a mindset of continuous Professional Learning and improvement • a commitment to meeting deadlines, attention to detail, and high standards • a sense of fun. <p>International school experience is preferred.</p> <p>This job description is designed to outline primary responsibilities but not limit the employee nor DCSPD to only the work identified. It is the expectation of the College that each employee will offer their services wherever and whenever necessary to ensure the success of our organisation.</p>	
Dated	July 2024

