

JOB DESCRIPTION: COLLEGE COUNSELOR

LAST REVIEWED: April 2026

VALID: 2026-28 School Years

JOB POSITION: College Counselor

REPORTS TO: Director of College Counseling

WORKS WITH: School Principals, IB DP Coordinator, Middle Years Programme (MYP) Coordinator, Secondary School Librarian, Subject Teachers, Go Beyond Program Manager, Heads of Grades, Heads of Departments, Testing Coordinator, IT staff, Marketing and Admissions staff, CST Team

RESPONSIBILITIES AND DUTIES

Academic Planning and Counseling

- Work with students to identify and develop short- and long-term personal and academic goals including developing a four-year academic plan that prepares them for a specific course of study in high school and beyond
- Teach courses covering the basics of university/college admissions to grades 9, 10, 11 and 12, meet with parents and students one-to-one to review academic achievement for college entrance, assist with completing financial aid and application paperwork.
- Educate students and parents on university/college admissions processes, including school selection, the different application processes for multiple destinations and standardized testing planning and preparation.
- Ensure students and parents have the information necessary to make informed-decisions when creating academic and university plans
- Review completed applications before students submit them, paying special attention to the appearance of AI usage.
- Assist and coach students with essays for university, research, and summer program applications.
- Work with Testing Coordinator to analyze testing and mock testing for TOEFL, IELTS, Duolingo English Test, ACT, SAT and PSAT.
- Use online college planning career readiness software (Cialfo) to provide and administer student planning and career assessment tools.
- Provide expertise for multiple university application portals (Common App, UCAS, OUAC, EducationPlannerBC and university-specific application portals for Hong Kong, Singapore, Australia and Europe).

Other Professional Responsibilities:

- Apply ethical standards associated with handling sensitive and confidential student information
- Submit school documents (e.g., transcripts, letters of recommendation) prior to published deadlines
- Assist and coach teachers with their letters of recommendation, especially those teachers for whom English is not their first language. Discourage use of AI for teacher letters of recommendation.

- Engage in position-related professional development to improve professional practice (e.g., attend and present at ChinalCAC, BACC, IACAC, NACAC and university counselor programming in Beijing as well as college counselor fly-ins)
- Proof transcripts prior to submission to universities/colleges. Work with IT staff to correct transcript errors.
- Member of the annual Graduation Events and Ceremony Committee
- Co-present at Open Houses for prospective Daystar Secondary School parents

Support Individual Student Planning

- Goal-setting/decision-making
- Academic planning
- Career planning
- Education in understanding of self, including values, priorities, strengths and weaknesses
- Post-secondary transition planning

Parent Support

- Present at parent information programming including: Standardized Testing, Grade Level University Information Sessions for Grades 6-12, and University Rep Visits
- One-to-one parent and family conferencing as needed
- Manage parental expectations with clear communication

QUALIFICATIONS & REQUIREMENTS

- Possess a strong foundation in discipline-specific content and best instructional practices (required)
- Provide expertise for multiple university application portals (Common App, UCAS, OUAC, EducationPlannerBC and university-specific application portals for Hong Kong, Singapore, Australia and Europe, etc.) (required)
- Written and spoken fluency in English (required)
- Chinese (Mandarin) fluency and ability to translate at meetings and programming for non-Chinese college counseling staff (preferred)
- Bachelor's Degree from an accredited college or university (required)
- Bachelor's Degree in an education-related field (preferred)
- Master's Degree in School Counseling or related field (preferred)
- Possess current Teaching Certification (preferred)
- National, state or provincial certification in school counseling (preferred)
- Minimum of three years full-time counseling or related experience (required)
- Membership in professional associations related to school and college counseling (preferred)
- Experience working at an International Baccalaureate school (DP experience required)
- Commitment to undertake additional training in school counseling (required)
- Ability to travel within China and to other countries (required)