

Universities Guidance Counsellor (to commence August 2012)

BACKGROUND

Currently the Universities Guidance Counsellor is a teacher who has other responsibilities. The new Principal (commenced in August 2011) is currently considering two different models for the development of Universities Guidance Counsellor:

- (i) Teacher position. This would mean preferably combines teaching duties with current positions advertised (Chemistry/Biology/Mathematics). Others subjects will be considered.
- (ii) Non-teaching position. This position could be combined with other duties (possibly Alumni and/or Admissions) depending on the skills of the applicant. As this would be a non-residential position, candidates would need to be available in the afternoon and early evening when the counseling of students could take place. For those applying for a non-teaching position an indication of expected salary would be useful.

THE ROLE

The Universities Guidance Counsellor is currently directly responsible to the Principal.

The role fits into two broad areas:

1. University Counselling and Placement:

- Offer full support to the graduating students (more than 120 annually) with their applications to universities in many countries. Maintain a comprehensive set of resources for students to provide all the information necessary for students to make intelligent choices about universities and meet deadlines.
- Promote the College at University fairs and special functions held in Hong Kong, and to establish personal links with selected admissions officers at Hong Kong and overseas universities.
- Locating and publicizing scholarships to assist students who otherwise would not be able to gain access to high quality university education.

2. Specific duties:

- Brief first year students towards the end of first year [for UK applications] and in mid-first semester of second year [for US/Canadian applicants] about the process of applying for university;

- Provide information to Hong Kong based parents about the university application process;
- Provide feedback to students (and parents where deemed appropriate) on what the College considers to be appropriate university choices;
- Ensure every student has the opportunity to have a personal interview with the Universities Guidance Counsellor;
- Co-ordinate the visits of University Admissions Officers;
- Co-ordinate the preparation and thorough proof reading of student transcripts and testimonials, and oversee the collation of university applications;
- Inform academic staff about their role in supporting the university applications process;
- Co-ordinate the registration and on-site conduct of SAT testing days at appropriate times, and conduct SAT preparation sessions as necessary;

APPLICATIONS

The position is offered to teachers as a two year teaching contract, with competitive salary and conditions, plus generously sized accommodation on campus. Family air travel at the start and end of each two-year contract is provided, together with a generous gratuity. Hong Kong is a low tax environment.

For non-teaching position, a competitive salary would be negotiated. The position would be non-residential.

All applications (both teachers and non-teachers) must be made using the Application Form that can be downloaded from the College's website (<http://www.lpcuwc.edu.hk/category/jobs/>) and sent to job@lpcuwc.edu.hk.

Applications should be submitted by **mid-night (Hong Kong time) on Wednesday 25 January 2012.**

Short-listed applicants will be interviewed either in Hong Kong or via Skype in early February 2012.

Arnett Edwards
Principal
 19 December 2011