

## **Higher Education Adviser**

### **Responsibilities**

- Assists the Head of Careers in conducting briefings and workshops to parents, teachers and students
- Takes part in HE events within and outside school, which may take place after school hours
- Conducts guidance interviews with students and co-ordinates the preparation of HE applications to agreed destinations
- Maintains contact and communication with HE institutions worldwide and organises meetings and presentations
- Publicises and promotes the resources, advice and guidance available to students in the School

### **Requirements**

- Bachelor's Degree; a Certificate or Diploma in Counselling or appropriate professional qualifications would be an advantage
- Ability to recognise the need for ongoing professional development
- ICT applications; knowledge of HE systems, institutions and application procedures in at least one country which is a major destination for students in the school;
- Strong time management and organizational skills
- Proficiency in Microsoft functions, including Outlook, Word, Power Point and Excel
- Effective oral and written communication skills; active learning and critical thinking skills
- Flexibility and willingness to adapt to changing environment and priorities
- Positive attitude, integrity and excellent judgment
- Previous experience in a guidance, counselling or advisory role preferred