



ROBERT COLLEGE

ISTANBUL, TURKEY

Robert College is seeking candidates for a College Counseling position*in the Overseas College Counseling Office

*job title and salary will be commensurate with experience

Candidates should have:

- B.A. / B.S. Degree required; Master's degree preferred
- A minimum of 2 years (3-5 preferred) of experience in college counseling or related field
- Excellent communication and interpersonal skills: English AND Turkish preferred, English required
- Strong team-oriented skills, adaptation skills, and independent work skills
- Strong professional and personal integrity
- A growth-oriented mind-set
- An enthusiasm to work with families; a sincere, caring approach to guiding students
- A commitment to caring for student well-being
- Initiative taking skills: including strong analytical thinking and problem-solving
- A familiarity with office-oriented technology, and a flexible approach to learning about multiple application platforms
- An ability to collect and analyze data using various technology
- A strong knowledge of the general requirements of universities abroad, including academic preparation and testing, particularly for North America, the UK, and Continental Europe

The position mainly involves:

- Serving as a college counselor for an assigned group of students and their parents; grade level TBD but younger years are being prioritized for this position
- Writing recommendation letters for assigned students as needed
- Taking the lead and/or assisting with the organization and presentation of the college counseling program and topics concerning study in the US, Canada, UK, Continental Europe, etc. as needed
- Assisting with city-wide college events and hosting visits by university admission officers to RC
- Attending professional meetings in Turkey and abroad to stay abreast of admissions trends and opportunities
- Creating and maintaining relationships with multiple stake-holders including admission and college counseling colleagues

Interested applicants should submit, together in one Google Docs folder **:

- The non-teaching application available with this announcement
- A formal letter of interest that includes background information and experience, linking them directly to the role as described in the job description, and how you believe you can deliver it
- C.V. / Resume
- Contact details for at least three professional references; please note: if currently or recently coming from a school or university setting, the Head of School or Division will also be contacted for a reference check

****Please title the folder, including your own name, as follows: "RC CCO Application 2025 Yilmaz, Ayse", and be sure to share the google folder and give access to it with the email address below.**

Applications for the above post will be accepted until the position is filled but priority will be given to application received by **Monday, February 3, 2025** to **rchr@robcok.k12.tr**

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***