



ROBERT COLLEGE

ISTANBUL, TURKEY

Robert College is seeking candidates for two College Counseling positions*in the College Counseling Office

*job titles will be commensurate with experience

Candidates should have:

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

The position mainly involves:

- Serving as a college counselor for an assigned group of students and their parents
- 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, 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 **:

- 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
- The RC application form on the web for non-academic positions

****Please title the folder, including your own name, as follows:**
"RC CCO Application 2024 Smith, Jane", and be sure to share the folder with the email address below.

Applications for the above post are welcome until closing deadline of **Monday, April 1, 2024** to rchr@robcol.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.***