



ROBERT COLLEGE

ISTANBUL, TURKEY

**ROBERT COLLEGE is seeking a full-time
ASSISTANT for the GUIDANCE COUNSELING OFFICE**

Position Summary

The Counselor Assistant provides essential administrative, logistical, and communication support to the Counseling Office. This role ensures the smooth operation of counseling programs, accurate record-keeping, effective coordination with parents and counselors, and compliance with all the educational requirements.

Key Responsibilities

- Support daily operations of the Counseling Office, including scheduling, calendars, and parent appointments.
- Maintain confidential counseling records, student files, and required documentation.
- Complete and track required registrations, surveys, and reports for national education systems.
- Assist with student assessments, psychometric testing, and university/career counseling activities.
- Provide administrative support for students with Special Educational Needs (SEN), including attendance tracking and exam accommodations.
- Coordinate logistics for counseling meetings, university fairs, career days, trainings, and events.
- Serve as a communication liaison between counselors, parents, students, and external partners.
- Translate written and verbal communications between English and Turkish
- Support office operations, including supplies, facilities coordination, and visitor management.

Candidates should have:

- University degree in a related area.
- Minimum 5 years of professional experience (in a school or counseling setting preferred)
- Have excellent written and verbal communication skills in English and Turkish.
- Proficiency with scheduling systems, databases, and digital platforms

- High level of confidentiality and professionalism
- Exceptional organizational skills, clear and professional communication, and the ability to interact with sensitivity in a fast-paced educational environment.
- High emotional intelligence and interpersonal skills, particularly when engaging with students and families from diverse backgrounds.
- Demonstrate professional, ethical and personal integrity.

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to **rchr@robcollk12.tr** by **February 26, 2026** including the contact details for at least three professional references.

****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.***